



City of Florence
A City in Motion

City of Florence Council Regular Session

Florence Events Center
715 Quince Street
Florence, OR 97439
541-997-3437
www.ci.florence.or.us

- Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting, and can be found of the City of Florence website at www.ci.florence.or.us/council.
- Items distributed during the meeting, meeting minutes, and a link to the meeting video are posted to the City's website at www.ci.florence.or.us/council as soon as practicable after the meeting.
- To be notified of City Council meetings via email, please visit the City's website at <http://www.ci.florence.or.us/newsletter/subscriptions>.

November 5, 2018

AGENDA

5:30 p.m.

Councilors:

Joe Henry, Mayor

Joshua Greene, Council President Ron Preisler, Council Vice-President
Susy Lacer, Councilor Woody Woodbury, Councilor

With 48 hour prior notice, an interpreter and/or TDY: 541-997-3437, can be provided for the hearing impaired.
Meeting is wheelchair accessible.

Proceedings will be recorded for rebroadcast on Cable Channel 191 and the City of Florence Vimeo Site.

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

5:30 p.m.

PRESENTATIONS & ANNOUNCEMENTS

- Officer Brandon Bailey – Lifesaving Recognition

1. PUBLIC COMMENTS – *Items Not on the Agenda*

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Persons wishing to address the Council should complete a Speaker's Card available online at <http://www.ci.florence.or.us/council/request-address-city-council-speakers-card>, or at the meeting. Speakers cards are due at least five (5) minutes before the meeting. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

CONSENT AGENDA

2. APPROVAL OF MINUTES

Consider approval of the October 8, 2018 City Council meeting minutes and the October 10, 2018 City Council work session minutes.

Kelli Weese
City Recorder

3. FINANCIAL STATEMENT AUDIT ENGAGEMENT LETTER & CONTRACT

Consider authorizing the City Manager to sign an engagement letter representing a contract for services for the audit and preparation of the City of Florence's financial statement for the year ended June 30, 2018, for the amount of \$30,000.

Erin Reynolds
City Manager

PUBLIC HEARING & ACTION ITEMS

The public will have an opportunity to offer comments on public hearing items after staff has given their report. Persons wishing to address the Council must complete a Speaker's Card available online at <http://www.ci.florence.or.us/council/request-address-city-council-speakers-card>, or at the meeting. Speakers cards are due at least five (5) minutes before the meeting. Comments will be limited to three (3) minutes per person. Speakers may not yield their time to others.

4. BUILDABLE LANDS INVENTORY

A. PUBLIC HEARING

Hear and consider written and oral testimony regarding the adoption of the 2018 Buildable Lands Inventory.

B. BUILDABLE LANDS INVENTORY AMENDMENTS

Consider approval of Ordinance No. 16, Series 2018, an Ordinance amending the Florence Comprehensive Plan to adopt the Buildable Lands Inventory and Housing Needs and Economic Opportunities Analysis, and associated policies to address housing within Florence, address current trends in housing, and the need to diversify the local housing market.

Wendy
FarleyCampbell
Planning Director

5. HIGHWAY 101 EAST REIMBURSEMENT DISTRICT

A. PUBLIC HEARING ON REIMBURSEMENT DISTRICT

Hear and consider written and oral testimony regarding the establishment of a reimbursement district to be located on the east side of Highway 101 located north of 52nd Street.

Mike Miller
Public Works
Director

B. APPROVAL OF HIGHWAY 101 EAST REIMBURSEMENT DISTRICT

Consider approval of Resolution No. 20, Series 2018, a resolution establishing a reimbursement district and the reimbursement methodology.

6. LOT # 22 PACIFIC VIEW BUSINESS PARK SALE

A. PUBLIC HEARING

Hear and consider written and oral testimony regarding the proposed sale of Lot # 22 within the Pacific View Business Park.

Erin Reynolds
City Manager

B. SALE OF LOT # 22 WITHIN THE PACIFIC VIEW BUSINESS PARK

Consider authorizing the sale of Lot # 22 within the Pacific View Business Park to Stonefield Investments, LLC owner / operator Robbie Wright in the amount of \$130,515 and authorize the City Manager to sign and execute the transaction on behalf of the City.

ACTION ITEMS

The public will have an opportunity to offer comments on action items after staff has given their report. Persons wishing to address the Council must complete a Speaker's Card available online at <http://www.ci.florence.or.us/council/request-address-city-council-speakers-card>, or at the meeting. Speakers cards are due at least five (5) minutes before the meeting. Comments will be limited to three (3) minutes per person. Speakers may not yield their time to others.

7. COMMITTEE AND COMMISSION CODE / POLICIES

A. COMMITTEE & COMMISSION CODE AMENDMENTS

Consider approval of Ordinance No. 17, Series 2018, an ordinance amending Florence City Code Title 2 to adopt overall code and policy amendments related to the City's Committees & Commissions.

Kelli Weese
City Recorder /
Economic
Development
Coordinator

B. COMMITTEE & COMMISSION POLICY MANUAL

Consider approval of Resolution No. 21, Series 2018, a resolution establishing a Committee & Commission Policy Manual.

C. CITY OF FLORENCE AUDIT COMMITTEE

Consider approval of Resolution No. 22, Series 2018, a resolution amending the structure of the Audit Committee to an ad-hoc committee.

8. CITY HALL FURNISHINGS

Consider authorizing the City Manager to sign a quote from Office World and purchase the City Hall furnishings in the amount of \$110,250.

Megan
Messmer
City Project
Manager

9. CITY COMMISSION & COMMITTEE VACANCIES

Review and consider recruitment process for 2019 City committee vacancies.

Kelli Weese
City Recorder

REPORT & DISCUSSION ITEMS

10. CITY MANAGER REPORTS & DISCUSSION ITEMS

Erin Reynolds
City Manager

11. CITY COUNCIL REPORTS & DISCUSSION ITEMS

Joe Henry
Mayor

COUNCIL CALENDAR

All meetings are held at the Florence Events Center (715 Quince Street, Florence Oregon) unless otherwise indicated

Date	Time	Description
November 7, 2018	- - -	City Council Work Session Canceled
November 12, 2018	- - -	Veteran's Day Holiday Observed City Offices Closed
November 19, 2018	5:30 p.m.	City Council Meeting
November 21, 2018	- - -	City Council Work Session Canceled
December 3 & 5, 2018	- - -	City Council Meeting & Work Session Rescheduled
December 10, 2018	5:30 p.m.	City Council Meeting
December 12, 2018	10:00 a.m.	City Council Work Session <i>Tentative</i>

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 1
Meeting Date: November 5, 2018
Department: Mayor & Council

ITEM TITLE: PUBLIC COMMENTS – *Items Not on the Agenda*

DISCUSSION/ISSUE:

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Persons wishing to address the Council must complete a Speaker's Card available online at <http://www.ci.florence.or.us/council/request-address-city-council-speakers-card>, or at the meeting. Speaker's cards are due at least five (5) minutes before the meeting.

Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 2
Meeting Date: November 5, 2018
Department: City Council

ITEM TITLE: Approval of Minutes

DISCUSSION/ISSUE:

Consider approval of the draft minutes listed below.

Materials distributed during City Council meetings can be found on the City of Florence's website at www.ci.florence.or.us under the calendar date for each particular meeting. In addition, all items pertaining to the meeting including the meeting agenda, materials and items distributed, as well as electronic audio/video recordings of the meeting, are referenced at the top of each set of approved minutes, and can be referenced either on the City's website or upon request of the City Recorder.

FISCAL IMPACT:

Minutes incur staff time for compilation / retention and have no other fiscal impacts.

RELEVANCE TO ADOPTED COUNCIL GOALS:

Goal 1: Deliver efficient and cost-effective city services.

ALTERNATIVES:

1. Approve the minutes as presented
2. Review and approve the minutes with modifications

RECOMMENDATION:

Approve the minutes as presented

AIS PREPARED BY: Kelli Weese, City Recorder

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments:

ERReynolds

ITEM'S ATTACHED:

- Draft October 8, 2018 City Council Meeting Minutes
- Draft October 10, 2018 City Council Work Session Minutes

This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.

**City of Florence
City Council Regular Session
Held at the Florence Events Center
715 Quince Street, Florence, Oregon
Final Action Minutes
October 8, 2018**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 p.m.

Councilors Present: Mayor Joe Henry, Councilors Joshua Greene, Ron Preisler and Woody Woodbury.

Councilors Absent: Councilor Susy Lacer

Staff Present: City Manager Erin Reynolds, Public Works Director Mike Miller, Planning Director Wendy FarleyCampbell, City Recorder / Economic Development Coordinator Kelli Weese, City Project Manager Megan Messmer and Florence Events Center Director Kevin Rhodes.

PRESENTATIONS & ANNOUNCEMENTS

- Domestic Violence Awareness Month Proclamation – October 2018
- Employee Introduction – Shelley Cimarossa – Court Clerk
- Partner Agency Introduction – Jeff Malik – Travel Lane County RARE Placement

Start Time: 5:30 p.m.

Action: Mayor Henry read the Domestic Violence Awareness Month Proclamation. Ms. Cimarossa and Mr. Malik were introduced to the City Council.

1. PUBLIC COMMENTS – *Items Not on the Agenda*

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. Persons wishing to address the Council must complete a Speaker's Card available online at <http://www.ci.florence.or.us/council/request-address-city-council-speakers-card>, or at the meeting. Speakers Cards are due at least (5) minutes before the meeting. Comments will be limited to three (3) minutes per person, with a maximum time of 15 minutes for all items. Speakers may not yield their time to others.

Start Time: 5:38 p.m.

Comments: None

CONSENT AGENDA

2. APPROVAL OF MINUTES

Consider approval of the September 17, 2018 City Council meeting minutes and the September 19, 2018 City Council Work Session minutes.

3. SAFE ROUTES TO SCHOOL GRANT APPLICATION

Consider approval of **Resolution No. 18, Series 2018**, a resolution authorizing staff to submit a safe routes to school grant with the Oregon Department of Transportation (ODOT).

Start Time: 5:38 p.m.
Action: Approve the consent agenda items as presented.
Vote: Unanimous, Councilor Lacer was absent

ACTION ITEMS

The public will have an opportunity to offer comments on action items after staff has given their report. Persons wishing to address the Council must complete a Speaker's Card available online at <http://www.ci.florence.or.us/council/request-address-city-council-speakers-card>, or at the meeting. Speaker's cards are due at least five (5) minutes before the meeting. Comments will be limited to three (3) minutes per person. Speakers may not yield their time to others.

5. EAST HWY 101 REIMBURSEMENT DISTRICT

Receive Public Works Director's recommendation regarding the establishment of a reimbursement district for the construction of a sanitary sewer system in the eastern portion of Hwy 101 north of 52nd street and consider initiating the public hearing process.

Start Time: 5:39 p.m.
Handout: PowerPoint Presentation
Discussion: The City Council discussed...

- Hwy 126 erosion
- Hwy 101 west & east project location specifics and capacity for serving the entire northern area
- Reasons for crossing Hwy 126 with water and sewer
- Hwy 101 east reasons for the patchwork annexation

Comments: Councilor Preisler, Greene and Mayor Henry

Action: Direct that a public hearing be held for formation of the proposed reimbursement district for sanitary sewer improvements along the eastern side of Highway 101.
Motion: Mayor Henry
Second: Councilor Greene
Vote: Unanimous, Councilor Lacer was absent

REPORT & DISCUSSION ITEMS

5. QUARTERLY FINANCIAL REPORT

Report on the City of Florence’s 4th Quarter Financial Report for FY 17/18.

Start Time: 5:58 p.m.
Discussion: None

6. CITY MANAGER REPORT & DISCUSSION ITEMS

Start Time: 6:01 p.m.
Discussion: The City Council discussed...

- City Council and other city upcoming meetings

7. CITY COUNCIL REPORTS & DISCUSSION ITEMS

Start Time: 6:04 p.m.
Discussion: The City Council discussed...

- Council activities in the community and community announcements
- Results of the League of Oregon Cities conference
- Appreciation for work of the Planning Department

Meeting adjourned at 6:08 p.m.

ATTEST:

Joe Henry, Mayor

Kelli Weese, City Recorder

**City of Florence
City Council Work Session
Held at Florence Events Center
715 Quince Street, Florence, Oregon
Final Action Minutes
October 10, 2018**

CALL TO ORDER - ROLL CALL

City Council Work Session called to order at 10:03 a.m.

Councilors Present: Councilors Greene, Preisler, Lacer, Woodbury and Mayor Henry.

Councilors Absent: None

Florence Staff Present: City Manager Erin Reynolds, Human Resources Analyst Alex Ferguson and City Recorder / Economic Development Coordinator Kelli Weese.

1. WORK SESSION DISCUSSION TOPICS

- City Manager Evaluation Process & Employee Handbook: Review and consider updates to the City Manager Evaluation Process and City of Florence Personnel Handbook.
- League of Oregon Cities Conference Follow Up: Opportunity for the Council to discuss findings and opportunities from the League of Oregon Cities conference.
- Review of upcoming agenda items

Start Time: 10:03 a.m.

Topic: City Manager Evaluation Process & Employee Handbook

Handouts: Presentation

Discussion: The City Council discussed...

- Philosophies and theories to implementing scores for the evaluation criteria
- Situation toward scoring if a Councilor chooses not to score a question
- Process for potential to perform a mid-year review
- Compilation of the City Manager evaluation

- Potential to implement a time during the executive session where the City Manager may leave the room for the Council to discuss the results as a group
- Overall opinions on the City Manager evaluation form and criteria
- Specific inquiry into each of the questions on the city manager evaluation form
- Next steps toward implementation

Result: Make amendments to the City Manager evaluation form and bring to a future Council meeting for approval.

Start Time: 11:44 a.m.

Topic: League of Oregon Cities Conference Follow Up

Discussion: The City Council discussed...

- Each Councilor had an opportunity to discuss their take-aways from the League of Oregon Cities conference
- Ideas for temporary installations of public improvements to help facilitate the community involvement in potential city projects
- Potential to review the rules & regulations to make sure they are serving the City's needs
- Ask staff which codes and policies are hindering their workload
- Social media and technological advancements to consider including video of types of work of the city
- Grant writers' workshop and potential for nonprofits to change styles to empower vs. serve

Florence City Council meeting adjourned at 12:11 p.m.

Joe Henry, Mayor

ATTEST:

Kelli Weese
City Recorder

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 3
Meeting Date: November 5, 2018
Department: Finance

ITEM TITLE: Request for Authorization to sign the Engagement Letter for the Audit and Preparation of the City's Financial Statements for the year ended June 30, 2018

DISCUSSION/ISSUE:

As an Oregon municipality, the City of Florence is required to have an annual audit of the financial statements performed by an Independent Certified Public Accounting (CPA) Firm. The City's selected its independent audit firm, Isler CPA, through a competitive process in 2013. The scope of work proposed includes the audit and preparation of the City's financial statements for the year ending June, 30, 2018.

All contracts exceeding the City Manager's contract authority of \$30,000 are to be brought before the City Council for formal approval. Therefore, the City Manager requests approval from the City Council to sign the engagement letter and the Audit Contract for services as submitted by Isler CPA (See Attachment). The amount relating to the Florence Urban Renewal Agency (FURA) will be taken before the FURA Board for consideration and approval at a later date.

FISCAL IMPACT:

Audit services contract not to exceed \$30,000. The amount is included in the General Fund Finance Department's biennial 2017-19 budget.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: City Service Delivery
Goal 4: Financial & Organizational Sustainability

ALTERNATIVES:

1. Authorize the City Manager to sign the engagement letter
2. Do not authorize the City Manager to sign the engagement letter and provide direction to seek alternate independent audit services

RECOMMENDATION:

Recommend authorizing the City Manager to sign the engagement letter with Isler CPA for the Audit and Preparation of the City's Financial Statements for the year ended June 30, 2018

AIS PREPARED BY: Erin Reynolds, City Manager

**CITY MANAGER'S
RECOMMENDATION:**

Approve
Comments:

Disapprove

Other

ER Reynolds

ITEM'S ATTACHED:

Attachment – Engagement Letter from Isler CPA for the Audit and Preparation of the City's Financial Statements for the year ended June 30, 2018



October 12, 2018

To the Mayor and City Council
City of Florence, Oregon
Florence, Oregon

1976 Garden Ave.
Eugene, OR 97403
541.342.5161
www.islercpa.com

We are pleased to confirm our understanding of the services we are to provide the City of Florence (City) for the year ended June 30, 2018. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended June 30, 2018.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of the Proportionate Share of the Net Pension Liability
3. Schedule of Pension Contributions
4. Budget and Actual Schedules for the General Fund and each major special revenue fund

We have also been engaged to report on supplementary information other than RSI, that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

1. Combining Schedules
2. Budget-to-Actual Schedules

The list of City officials accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that list.

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to management and the City Council. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the City and its environment, including internal control sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of the City of Florence in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

In order to provide the most secure and up-to-date services to our clients, Isler CPA outsources its information technology to Xcentric, a firm that specializes in cloud computing services for the accounting profession. Xcentric provides a higher level of control over security and processing than can be obtained locally or through the use of an in-house network. Xcentric has an annual independent service organization audit performed which tests their controls and processes. We have taken reasonable precautions to determine that Xcentric has the appropriate procedures in place to prevent unauthorized release of confidential information to others. No accounting, auditing, or tax services will be outsourced and we will remain responsible for the security of your information.

We understand that your employees will prepare all cash or other confirmations and schedules we request and will locate any documents selected by us for testing.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$30,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

The audit documentation for this engagement is the property of Isler CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Isler CPA's personnel.

If circumstances arise relating to the conditions of your records, the availability of appropriate audit evidence, or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting, misappropriation of assets, or noncompliance which in our professional judgment prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawal from the engagement

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

We appreciate the opportunity to be of service to the City of Florence and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

A handwritten signature in black ink that reads "Isler CPA". The signature is written in a cursive, slightly slanted style.

Isler CPA

RESPONSE:

This letter correctly sets forth the understanding of the City of Florence.

Signature: _____

Title: _____

Date: _____

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 4
Meeting Date: Nov. 5, 2018
Department: Planning

ITEM TITLE: Ordinance No. 16, Series 2018 – An Ordinance amending the Florence Realization 2020 Comprehensive Plan to adopt a Buildable Lands Inventory, Housing Needs Analysis, and Economic Opportunity Analysis

DISCUSSION/ISSUE:

This proposed amendment to the Florence Realization 2020 Comprehensive Plan adopts inventories, analyses, and associated policies related to housing needs and economic opportunities.

Background: The Florence City Council set a goal within the 2017 work plan to complete a Buildable Lands Inventory (BLI), Housing Needs Analysis (HNA) and Economic Opportunities Analysis (EOA) by the 2018/2019 biennium. The Council set this task as an important step to creating the opportunity to change existing City zoning and subdivision code (Titles 10 & 11). The Comprehensive Plan is the “map” by which the city’s policies on land use are charted. Changing zoning code related to land use, density, lot design etc. can be done via an update to the Comprehensive Plan. This proposed amendment to the comprehensive plan creates the opportunity to change code to reflect current housing trends and designs and provide additional opportunities for the creation of housing and jobs within Florence.

The City’s last acknowledged commercial and industrial lands inventory was prepared prior to 1997. The industrial lands inventory was updated in 2001. The City last updated its residential Buildable Lands Inventory (BLI) in August 2003 by Lane Council of Governments. Those analyses were prepared during the last Periodic Review, an update of the 1988 Comprehensive Plan. These current studies are being updated in advance of the next periodic review due to revise outdated residential code that does not reflect specific coastal housing trends and limitations and in some cases does not address state law. The changes cannot wait until 2020 or later. This action is the final action necessary to continue code changes necessary to implement the recommendations within the studies.

Proposal: The proposed Comprehensive Plan amendments include the modification Table of Contents, Appendices 2 & 14, Part I: Goals, Objectives, Policies, Recommendations and Background, and Chapters 2, 9, 10, and 14 and to adopt the Buildable Lands Inventory and Housing Needs and Economic Opportunities Analyses and Associated Policies.

Process: Application for this legislative change was made by request of the City Council via their 2017/2018 City of Florence Work Plan. Notice was filed with the Department of Land Conservation and Development prior to Planning Commission (PC) holding the first evidentiary public hearing. On October 23, 2018 the PC made a unanimous recommendation to the City Council to approve

Resolution PC 18 28 CPA 03. This November 5th public hearing before the City Council will be the final decision to adopt amendments to the City Comprehensive Plan. The changes become effective 30 days after Council approval.

Study Summary: The analyses looked at Florence’s needs over the next 20 years. They found:

- **BLI---**The existing amount of vacant and redevelopable land within the Florence UGB is generally sufficient to accommodate planned 20-year housing needs and employment growth forecasts, even under the highest growth scenarios.
- **BLI---**After accounting for environmental constraints such as wetlands, waterways, flood prone areas, and steep slopes, the BLI consists of over 710 gross buildable acres of land area and an additional 488 acres of unconstrained vacant, part-vacant and redevelopable acres of land area outside the city limits but inside the current Florence UGB.
- **BLI--**Within the city limits, there are 385 acres of private-owned land and 176 acres of public/non-profit-owned land. In addition, there is approximately 150 acres of redevelopable land area (where the assessed land value exceeds building improvement value).
- **HNA--**Housing forecasts indicate the Florence UGB will require 858 single-family detached homes, 145 manufactured housing units, 265 townhomes/duplexes, 357 multifamily housing units, and 40+/- special needs housing units.
- **EOA--**Job growth forecasts indicate the Florence UGB will require nearly 55 acres of vacant buildable commercial and industrial land area plus redevelopment of existing underutilized buildings/sites (infill) for approximately 53,000 SF of floor area.

FISCAL IMPACT:

Comprehensive Plan amendment costs include staff time: preparing public notices, staff reports, and meeting minutes; attending public hearings and answering inquiries from the public and direct costs: publishing public notices in the newspaper and preparing meeting packets.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1, Community Development, Objective 3: Complete the Buildable Land Inventory and Housing and Employment Studies

ALTERNATIVES:

1. Approve Comprehensive Plan amendment as presented in Ordinance No. 16, Series 2018; or
2. Modify the findings or amendment language, and adopt the proposed code amendments as modified; or
3. Deny the amendment through resolution with reasons for the denial; or
4. Continue the public hearing to a date certain or leave the written record open.

RECOMMENDATION:

Planning Commission: On October 23rd, the Planning Commission recommended approval of the Comprehensive Plan amendments with amendments as presented in Ordinance 16, Series 2018.

Staff: Concurs with Planning Commissions' recommendation.

AIS PREPARED BY: Wendy FarleyCampbell, Planning Director

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other
Comments:

ERReynolds

ITEM'S ATTACHED: Ordinance No. 16, Series 2018
Exhibit A – Findings of Fact
Exhibit B – Proposed Comprehensive Plan Amendments
Exhibit C – Housing Needs Analysis and Economic Opportunities Analysis: Volume 1: Summary Report
Exhibit D – Housing Needs Analysis and Economic Opportunities Analysis: Volume 2: Technical Report
Attachments: Resolution PC 18 28 CPA 03

**CITY OF FLORENCE
ORDINANCE NO. 16, SERIES 2018**

AN ORDINANCE AMENDING THE FLORENCE REALIZATION 2020 COMPREHENSIVE PLAN; TABLE OF CONTENTS; APPENDICES 2 & 14; PART I: GOALS, OBJECTIVES, POLICIES; RECOMMENDATIONS AND BACKGROUND; CHAPTERS 2, 9, 10, AND 14; AND TO ADOPT THE BUILDABLE LANDS INVENTORY AND HOUSING NEEDS AND ECONOMIC OPPORTUNITIES ANALYSES AND ASSOCIATED POLICIES TO ADDRESS HOUSING WITHIN FLORENCE, ADDRESS CURRENT TRENDS IN HOUSING, AND THE NEED TO DIVERSIFY THE LOCAL HOUSING MARKET.

RECITALS:

1. Application was made by request of the City Council via their 2017/2018 City of Florence Work Plan, Council Goal 1, Community Development, Objective 3: Complete the Buildable Land Inventory and Housing and Employment Studies to amend the Florence Realization 2020 Comprehensive Plan.
2. On August 30, 2018, notice of the proposed code amendments was sent to the Department of Land Conservation and Development, more than 35 days prior to the first evidentiary hearing.
3. On October 13th, notice of hearing was published in the Siuslaw News prior to the Planning Commission hearing of October 23, 2018.
4. On October 20th, notice of hearing was published in the Siuslaw News prior to the City Council hearing of November 5, 2018.
5. Planning Commission opened their public hearing October 23, 2018 and deliberated to a decision for a recommendation to the City Council.
6. City Council conducted a public hearing on November 5, 2018 and found the amendments consistent with applicable criteria in Florence City Code, Realization 2020 Florence Comprehensive Plan, Oregon Administrative Rules and Oregon Revised Statutes.

Based on these findings,

THE CITY COUNCIL OF THE CITY OF FLORENCE ORDAINS AS FOLLOWS:

1. Florence Realization 2020 Comprehensive Plan Table of Contents, Appendices 2 & 14, Part I: Goals, Objectives, Policies, Recommendations and Background, and Chapters 2, 9, 10, and 14 are amended as explained in Exhibit A, as shown in Exhibits B and C, and initiated through Council.
2. This ordinance shall become effective thirty days following adoption. (December 5, 2018).

3. The City Recorder is authorized to administratively correct any reference errors contained herein or in other provisions of the Florence City Code to the provisions added, amended, or repealed herein.

ADOPTION:

First Reading on the _____ day of _____ 2018.

Second Reading on the _____ day of _____ 2018.

This Ordinance is passed and adopted on the _____ day of _____ 2018.

AYES

NAYS

ABSTAIN

ABSENT

Joe Henry, Mayor

Attest:

Kelli Weese, City Recorder

I. PROPOSAL DESCRIPTION

Proposal: Proposed amendments to the Florence Realization 2020 Comprehensive Plan ("Comprehensive Plan") to include Table of Contents, Appendices 2 & 14, Part I: Goals, Objectives, Policies, Recommendations and Background, and Chapters 2, 9, 10, and 14 and to adopt the Buildable Lands Inventory and Housing Needs and Economic Opportunities Analyses and Associated Policies

Applicant: City of Florence

II. NARRATIVE:

Since 2013 the City of Florence has received numerous inquiries and one application to change zoning on certain parcels of land—mainly converting job producing lands to residential lands. After successfully processing one application changing 13 acres from Service Industrial to Manufactured/Mobile Home Park the Department of Conservation and Development stated that since Florence was beginning to come out of the recession our 2007 Housing Needs Analysis (HNA) was likely outdated and suggested updating it. The City's last acknowledged commercial and industrial lands inventory was prepared prior to 1997. The City last updated its Buildable Lands Inventory (BLI) August 2003 by Lane Council of Governments. From 2004-2006 the City saw great housing growth that has not returned in the same proportion and was the largest since the mid to late 1990's.

At this time preparation of a revised HNA and updated BLI go hand in hand. Preparation of a BLI is a requirement of the state. BLIs are necessary to determine need for residential, commercial and industrial lands. Since the demand has been to rezone employment lands it made most sense procedurally and economically to also perform the state required Economic Opportunities Analysis (EOA) in conjunction with the HNA and BLI.

The City Council Goals for 2017/18 included "Council Goal 1, Community Development, Objective 3: Complete the Buildable Land Inventory and Housing and Employment Studies" as an important task needed to create opportunity to change city code to include updated housing trends and lot designs needed and wanted and to provide opportunity for needed housing across all socio-economic groups. In May 2017 the City began updating its BLI, HNA, and EOA.

The BLI analysis completed in December 2017 determined there was sufficient residentially designated buildable land within the UGB to provide the number and types of housing needed by the projected population within the planning period as required under Statewide Lane Use Planning Goal 10- Housing. Council held work sessions in February and March 2018 and adopted comprehensive plan amendments recommended by both staff and in the consultant's HNA and EOA in support of these

findings in July 2018. This action is the final action necessary to continue code changes necessary to implement the recommendations within the studies.

This proposal includes adopting the Buildable Lands Inventory, Housing Needs and Economic Opportunities Analyses into the Florence Comprehensive Plan. This also entails incorporating them textually into Chapters 2, 9, 10, and 14, the Table of Contents, Introduction and Appendices.

III. NOTICES & REFERRALS:

Notice: The proposed Comprehensive Plan Amendments were noticed in accordance with city and state law. The proposed draft amendments were sent to the Department of Land Conservation and Development (DLCD) August 30, 2018, 54 days in advance of the first evidentiary hearing. Notice of the Planning Commission hearing was published in the Siuslaw News on October 13, 2018 to provide citizen involvement opportunities consistent with state law, the Florence Realization 2020 Comprehensive Plan and the Florence Development Code.

IV. APPLICABLE REVIEW CRITERIA

Florence City Code, Title 10:

Chapter 1: Zoning Administration, Section 1-3-C

Realization 2020 Florence Comprehensive Plan:

Plan Adoption, Amendments, Review and Implementation

Chapter 1: Citizen Involvement, Policies 4 through 6

Chapter 2: Land Uses, Policies 2 & 5, Residential Section Policies 2 & 8

Chapter 9: Economic Development, City Infrastructure & Regulations Policy 2

Chapter 10: Housing Opportunities, Policy 8

Oregon Revised Statutes:

ORS 197.295 & 197.296.4a & 197.296.10

ORS 197.480(1) & (2)

ORS 197.610(1) through 197.610(6): Post-Acknowledgement Procedures

Oregon Administrative Rules (Oregon Planning Goals):

OAR 660-008-0005 (as implemented through 197.295 & 296)

OAR 660-008-0010

OAR 660-015-0000(1), (2), (10)

OAR 660-018-0020 (as implemented through 197.610)

V. FINDINGS

The following findings support CC 18 15 CPA 03 – Ordinance No. 13, Series 2018 and address approval criteria within the Florence Realization 2020 Comprehensive Plan, Florence City Code and State Statutes and Administrative Rules.

Applicable criteria and policies are shown in **bold text**, followed by findings of consistency in plain text.

FLORENCE CITY CODE

TITLE 10: CHAPTER 1: ZONING ADMINISTRATION

10-1-3: AMENDMENTS AND CHANGES:

- A. Purpose: As the Comprehensive Plan for the City is periodically reviewed and revised, there will be a need for changes of the zoning district boundaries and the various regulations of this Title. Such changes or amendments shall be made in accordance with the procedures in this Section.**
- C. Legislative Changes:**
- 1. Initiation: A legislative change in zoning district boundaries, in the text of this Title, (Title 10), Title 11, or in the Comprehensive Plan may be initiated by resolution of the Planning Commission or by a request of the Council to the Planning Commission that proposes changes be considered by the Commission and its recommendation returned to the Council, or by an application for an amendment by a citizen.**

Application for this legislative change was made by request of the City Council via their 2017/2018 City of Florence Work Plan, Council Goal 1, Community Development, Objective 3: Complete the Buildable Land Inventory and Housing and Employment Studies. The proposed changes were considered by the Planning Commission on October 23, 2018 and their recommendation forwarded to the Council as Resolution PC 18 28 CPA 03.

- 2. Notice and Public Hearing: Such notice and hearing as prescribed by state law and the Comprehensive Plan then in effect. (Amd. by Ord. 30, Series 1990).**

Notification of the Planning Commission legislative public hearing for this application was published in the Siuslaw News one time on October 13, 2018. The notification procedures meet the requirements of Florence City Code, the policies of the Florence Realization 2020 Comprehensive Plan, and state law. Notification of the City Council legislative final evidentiary hearing was published in the Siuslaw News one time on October 20, 2018.

FLORENCE REALIZATION 2020 COMPREHENSIVE PLAN

CHAPTER 1: CITIZEN INVOLVEMENT

Goal

To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

Policies:

- 4. Official City meeting shall be well publicized and held at regular times. Agendas**

will provide the opportunity for citizen comment.

This policy is met. The proposed code amendments are consistent with this policy because the notice of the public hearing was noticed in the newspaper prior to public hearings before the Planning Commission and City Council, as required by state law. Notice was published in the Siuslaw News on October 13 and 20, 2018. Staff also updates the City's website to state when City meetings are held. Materials for City Council meetings are posted on the website prior to the meeting. The agendas are also posted in the temporary City Hall location at the Public Works Facility.

5. Records of all meetings where official action is taken shall be kept at City Hall and made available on request to the public.

The proposal for these actions is consistent with this policy because minutes of all meetings are kept at the temporary City Hall location, posted on the City's website, and made available on request to the public.

6. Planning documents and background data shall be available to interested citizens.

The proposal for these actions is consistent with this policy because the Resolution, Ordinance, Findings of Fact, staff report and proposed amendments were available prior to the public hearings. The documents were available to view at the Planning Department or online on the City's website.

CHAPTER 2: LAND USES

Goal

To establish a land use planning process and policy framework as a basis for all decisions and actions related to use of land and to assure an adequate factual base for those decisions and actions.

Policies

Policy 2. Land use plans and actions of special districts, County, State and Federal agencies shall be consistent with the Florence Realization 2020 Comprehensive Plan, as amended.

This Comprehensive Plan amendment will require concurrence and co-adoption by Lane County and acknowledgement by DLCD. The City has submitted documentation for approval by the Department of Land Conservation and Development. The City will, after adoption, work towards achieving co-adoption with Lane County, likely within the next year.

Policy 5. The City shall periodically review its Comprehensive Plan, consistent with State regulation, to determine whether it continues to reflect the public needs and desires, whether there has been a substantial change in circumstances including, but not limited to, the conditions, findings, or assumptions upon which the Plan was based, or whether it is no longer consistent with one or more

statewide planning goals. Where it is found that the Plan no longer meets one or more of the above objectives, the City shall pursue a timely amendment of the Comprehensive Plan under the State's Periodic Review guidelines.

Many of the proposed changes are due to the need to change assumptions about needed housing and economic opportunities upon which the plan was based. Based on the current housing shortage and review of the City's Housing Needs Analysis, Economic Opportunities Analysis, and Buildable Lands Inventory, changes to the comprehensive plan is needed.

Residential

Goal

To create residential living environments that satisfy a wide variety of local and regional population needs and desires and add long-term community value.

Policies

Policy 2. The City shall initiate an evaluation of its residential ordinances following adoption and acknowledgment of this Plan with respect to increasing residential densities through the use of smaller lot sizes, encouraging cluster developments, and providing developers with density bonus options based on public benefit criteria.

The City is pursuing these options in order to respond to recommendations and policy outcomes from the Cities plan updates. Once these comprehensive plan amendments are complete, the City will pursue decreasing minimum lot sizes, encouraging cluster developments, and providing density bonuses for appropriate proposals that benefit the public.

Policy 8. An adequate supply and mix of housing types (single family, duplex, multiple family) shall be maintained throughout the 20-year planning period for all projected ages and income levels.

The housing supply within Florence has proven to overwhelmingly consist of single-family homes. Since the 2004 Buildable Lands Inventory analysis one triplex, approximately 10 duplexes (20 units), 14 townhomes and 64 apartment units have been constructed. Also approximately 47 condominium units were constructed but are primarily used for short term rentals or secondary housing. Very few of these housing units have been constructed since the previous 2007 Housing Needs Analysis was completed. The proposed comprehensive plan updates will allow for code to be implemented which will encourage infill within previously developed areas and the few remaining large plots of undisturbed, undivided lands left.

CHAPTER 9: ECONOMIC DEVELOPMENT

Policy 2. The City should maintain an adequate supply of buildable land within the Florence Urban Growth Boundary to accommodate 20 years of job growth within the community with a variety of characteristics including size, locations and visibility.

CHAPTER 10: HOUSING OPPORTUNITIES

Policy 8. Periodically update the Buildable Lands Inventory to maintain a sufficient supply of buildable land within the Urban Growth Boundary to meet community needs over the next 20 years.

The housing analyses included two types of review. The first was an analysis of the needed number and type of housing units for the planning period. Population projections were used to include characteristics of the populations such as age, household size, income, etc.) Based on this information, a projection of need for owned units (single family, manufactured, zero lot line single family, and condominiums) and rental units was made. The second part of the analysis included a determination of the vacant and redevelopable land supply. Fregonese Associates and FCS Group analyzed land within the Florence UGB and provided draft results listed within tables and illustrated on maps within the Florence EOA and HNA Buildable Lands Inventory (BLI) Methodology White Paper (June 16, 2017). After public input and work sessions with the Housing and Economic Opportunities Committee the final draft recommendations were finalized and prepared.

The analysis found the following:

- Florence has a population of 8680 people within its City limits and 10,486 within its UGB. Population within the UGB is expected to grow to 12,554 over the next 20 years.
- The BLI findings indicated that the existing amount of vacant and redevelopable land within the Florence UGB is generally sufficient to accommodate planned 20-year housing needs and employment growth forecasts, even under the highest growth scenarios.
- After accounting for environmental constraints such as wetlands, waterways, flood prone areas, and steep slopes, the BLI in the City of Florence consists of over 710 gross buildable acres of land area. There is an additional 488 acres of unconstrained vacant, part-vacant and redevelopable acres of land area outside the city limits but inside the current Florence UGB.
- Within the city limits, there are 385 acres of private-owned land and 176 acres of public/non-profit-owned land. In addition, there is approximately 150 acres of redevelopable land area (where the assessed land value exceeds building improvement value).
- While this amount of land area is sufficient to accommodate 20-years of planned housing and employment growth, there may be a need to make minor adjustments (less than 10 acres and within ¼ mile of the existing UGB) of the UGB from time to time to enhance the development feasibility of new Planned Urban Developments (PUDs).
- Under the recommended scenario, Florence should plan for 1,624 net new dwelling units over the next 20 years. This net new housing need is expected to consist of: 764 owner-occupied dwellings, 597 renter-occupied dwellings and 263 short-term rental units.

- The planned net new housing mix over the next 20 years would consist of: 858 single-family detached homes, 145 manufactured housing units, 265 townhomes/duplexes, 357 multifamily housing units, and 40+/- special needs housing units. The amount of required land area to accommodate this level of housing development is expected to be approximately 23.1 acres (gross buildable land area).
- Based on the job growth forecasts expected under the recommended growth scenario, the Florence UGB will require nearly 55 acres of vacant buildable (employment) land area plus redevelopment of existing underutilized buildings/sites (infill) for approximately 53,000 SF of floor area.

These comprehensive plan policies are met.

OREGON REVISED STATUTES AND ADMINISTRATIVE RULES

OREGON REVISED STATUTES

197.295 Definitions for ORS 197.295 to 197.314 and 197.475 to 197.490. As used in ORS 197.295 to 197.314 and 197.475 to 197.490:

(1) “Buildable lands” means lands in urban and urbanizable areas that are suitable, available and necessary for residential uses. “Buildable lands” includes both vacant land and developed land likely to be redeveloped.

(2) “Manufactured dwelling park” has the meaning given that term in ORS 446.003.

(3) “Government assisted housing” means housing that is financed in whole or part by either a federal or state housing agency or a housing authority as defined in ORS 456.005, or housing that is occupied by a tenant or tenants who benefit from rent supplements or housing vouchers provided by either a federal or state housing agency or a local housing authority.

(4) “Manufactured homes” has the meaning given that term in ORS 446.003.

(5) “Mobile home park” has the meaning given that term in ORS 446.003.

(6) “Periodic review” means the process and procedures as set forth in ORS 197.628 to 197.651.

(7) “Urban growth boundary” means an urban growth boundary included or referenced in a comprehensive plan. [1981 c.884 §4; 1983 c.795 §1; 1987 c.785 §1; 1989 c.648 §51; 1991 c.226 §16; 1991 c.612 §12; 1995 c.79 §73; 1995 c.547 §2]

197.296 Factors to establish sufficiency of buildable lands within urban growth boundary; analysis and determination of residential housing patterns.

(10)(a) The provisions of this subsection apply to local government comprehensive plans for lands within the urban growth boundary of a city that is located outside of a metropolitan service district and has a population of less than 25,000.

(b) At periodic review pursuant to ORS 197.628 to 197.651 or at any other legislative review of the comprehensive plan that requires the application of a statewide planning goal relating to buildable lands for residential use, a city shall, according to rules of the commission:

(A) Determine the estimated housing needs within the jurisdiction for the next 20 years;

(B) Inventory the supply of buildable lands available within the urban growth boundary to accommodate the estimated housing needs determined under this subsection; and

(C) Adopt measures necessary to accommodate the estimated housing needs determined under this subsection.

(c) For the purpose of the inventory described in this subsection, “buildable lands” includes those lands described in subsection (4)(a) of this section. [1995 c.547 §3; 2001 c.908 §1; 2003 c.177 §1; 2015 c.27 §19; 2017 c.102 §1] 197.296

(4)(a) For the purpose of the inventory described in subsection (3)(a) of this section, “buildable lands” includes:

(A) Vacant lands planned or zoned for residential use;

(B) Partially vacant lands planned or zoned for residential use;

(C) Lands that may be used for a mix of residential and employment uses under the existing planning or zoning; and

(D) Lands that may be used for residential infill or redevelopment.

In accordance with OAR 660-024 and OAR 660-038, the existing supply of buildable land within Florence city limits and urban growth boundary (UGB) was inventoried and evaluated. Using the buildable land inventory (BLI) methodology consistent with OAR 660024 and OAR 660-038, the Florence HNA and EOA includes a recent buildable land inventory completed by the consultant team using Geographic Information Systems (GIS) data that is consistent with the City of Florence and Lane County’s vacant land assumption.

197.480 Planning for parks; procedures; inventory.

(1) Each city and county governing body shall provide, in accordance with urban growth management agreements, for mobile home or manufactured dwelling parks as an allowed use, by July 1, 1990, or by the next periodic review after January 1, 1988, whichever comes first:

(a) By zoning ordinance and by comprehensive plan designation on buildable lands within urban growth boundaries; and

(b) In areas planned and zoned for a residential density of six to 12 units per acre sufficient to accommodate the need established pursuant to subsections (2) and (3) of this section.

(2) A city or county shall establish a projection of need for mobile home or manufactured dwelling parks based on:

(a) Population projections;

(b) Household income levels;

(c) Housing market trends of the region; and

(d) An inventory of mobile home or manufactured dwelling parks sited in areas planned and zoned or generally used for commercial, industrial or high density residential development.

(3) The inventory required by subsection (2)(d) and subsection (4) of this section shall establish the need for areas to be planned and zoned to accommodate the potential displacement of the inventoried mobile home or manufactured dwelling parks.

The analyses meeting the above criteria found that Townhomes/plexes (includes duplex, tri-plex and quad-plex buildings) and mobile homes (includes manufactured housing parks) each account for 9% of the housing inventory. It also found there were 42 vacant city zoned Mobile Home Manufactured Home District parcels and 46 total zoned acres. 27 parcels within 7.09 acres are considered redevelopable. Within the UGB there were 84.7 vacant acres, 90 partially vacant acres and 28 redevelopable acres zoned Suburban Residential/Mobile Home District. The housing analysis considering the population projections, household income, and housing trends found that between 15.6 and 19.3 buildable acres will be needed for manufactured housing. These criteria are met.

197.610 Submission of proposed comprehensive plan or land use regulation changes to Department of Land Conservation and Development; rules.

(1) Before a local government adopts a change, including additions and deletions, to an acknowledged comprehensive plan or a land use regulation, the local government shall submit the proposed change to the Director of the Department of Land Conservation and Development. The Land Conservation and Development Commission shall specify, by rule, the deadline for submitting proposed changes, but in all cases the proposed change must be submitted at least 20 days before the local government holds the first evidentiary hearing on adoption of the proposed change. The commission may not require a local government to submit the proposed change more than 35 days before the first evidentiary hearing.

(2) If a local government determines that emergency circumstances beyond the control of the local government require expedited review, the local government shall submit the proposed changes as soon as practicable, but may submit the proposed changes after the applicable deadline.

(3) Submission of the proposed change must include all of the following materials:

- (a) The text of the proposed change to the comprehensive plan or land use regulation implementing the plan;
- (b) If a comprehensive plan map or zoning map is created or altered by the proposed change, a copy of the map that is created or altered;
- (c) A brief narrative summary of the proposed change and any supplemental information that the local government believes may be useful to inform the director or members of the public of the effect of the proposed change;
- (d) The date set for the first evidentiary hearing;
- (e) The form of notice or a draft of the notice to be provided under ORS 197.763, if applicable; and
- (f) Any staff report on the proposed change or information describing when the staff report will be available, and how a copy of the staff report can be obtained.

(4) The director shall cause notice of the proposed change to the acknowledged comprehensive plan or the land use regulation to be provided to:

- (a) Persons that have requested notice of changes to the acknowledged comprehensive plan of the particular local government, using electronic mail, electronic bulletin board, electronic mailing list server or similar electronic method; and
- (b) Persons that are generally interested in changes to acknowledged comprehensive plans, by posting notices periodically on a public website using the Internet or a similar electronic method.

(5) When a local government determines that the land use statutes, statewide land use planning goals and administrative rules of the commission that implement either the statutes or the goals do not apply to a proposed change to the acknowledged comprehensive plan and the land use regulations, submission of the proposed change under this section is not required.

(6) If, after submitting the materials described in subsection (3) of this section, the proposed change is altered to such an extent that the materials submitted no longer reasonably describe the proposed change, the local government must notify the Department of Land Conservation and Development of the alterations to the proposed change and provide a summary of the alterations along with any alterations to the proposed text or map to the director at least 10 days before the final evidentiary hearing on the proposal. The director shall cause notice of the alterations to be given in the manner described in subsection (4) of this section. Circumstances requiring resubmission of a proposed change may include, but are not limited to, a change in the principal uses allowed under the proposed change or a significant change in the location at which the principal uses would be allowed, limited or prohibited.

The City has followed the required procedures for this post-acknowledgement Comprehensive Plan amendment. The required information has been distributed to the state and noticed through the proper procedures.

OREGON ADMINISTRATIVE RULES (Oregon’s Statewide Planning Goals)

GOAL 1: CITIZEN INVOLVEMENT

OAR 660-015-0000(1)

To develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

- 1. Citizen Involvement -- To provide for widespread citizen involvement.**
- 2. Communication -- To assure effective two-way communication with citizens.**
- 3. Citizen Influence -- To provide the opportunity for citizens to be involved in all phases of the planning process.**

Chapter One of the City's Comprehensive Plan addresses citizen involvement within the City of Florence. The City schedules regular meetings of the Planning Commission, which also serves as the Citizen Advisory Committee, where the opportunity for comment is provided to citizens. These meetings are noticed, either to those directly affected by land use applications, or to the general public through the City's website and postings within the Siuslaw News newspaper.

GOAL 2: LAND USE PLANNING

OAR 660-015-0000(2)

PART I – PLANNING

To establish a land use planning process and policy framework as a basis for all decision and actions related to use of land and to assure an adequate factual base for such decisions and actions.

City, county, state and federal agency and special district plans and actions related to land use shall be consistent with the comprehensive plans of cities and counties and regional plans adopted under ORS Chapter 268.

All land use plans shall include identification of issues and problems, inventories and other factual information for each applicable statewide planning goal, evaluation of alternative courses of action and ultimate policy choices, taking into consideration social, economic, energy and environmental needs. The required information shall be contained in the plan document or in supporting documents. The plans, supporting documents and implementation ordinances shall be filed in a public office or other place easily accessible to the public. The plans shall be the basis for specific implementation measures. These measures shall be consistent with and adequate to carry out the plans. Each plan and related implementation measure shall be coordinated with the plans of affected governmental units.

All land-use plans and implementation ordinances shall be adopted by the governing body after public hearing and shall be reviewed and, as needed, revised on a periodic cycle to take into account changing public policies and circumstances, in accord with a schedule set forth in the plan. Opportunities shall be provided for review and comment by citizens and affected governmental units during preparation, review and revision of plans and implementation ordinances.

The City of Florence's Realization 2020 Comprehensive Plan is the guiding document for all land-use decisions within the City – both implementation decisions such as land use regulations and ordinances as well as site-specific decisions such as permitting or construction of public improvements and provision of services. The City modifies the comprehensive plan as needed

to specify or redirect guidance for the City's future actions on specific issues such as, in this case, housing and economic development. The BLI, EOA, and HNA drafts completed in December 2017 include the identification of issues and inventories.

The City holds at least two public hearings for adoption of all comprehensive plan amendments where the public is given an opportunity to review and comment on proposed plans. Affected governmental agencies are given an opportunity to review and comment on proposed plan changes throughout the process.

GUIDELINES

A. PREPARATION OF PLANS AND IMPLEMENTATION MEASURES

Preparation of plans and implementation measures should be based on a series of broad phases, proceeding from the very general identification of problems and issues to the specific provisions for dealing with these issues and for interrelating the various elements of the plan. During each phase opportunities should be provided for review and comment by citizens and affected governmental units.

The various implementation measures which will be used to carry out the plan should be considered during each of the planning phases.

The number of phases needed will vary with the complexity and size of the area, number of people involved, other governmental units to be consulted, and availability of the necessary information.

Sufficient time should be allotted for:

- (1) collection of the necessary factual information**
- (2) gradual refinement of the problems and issues and the alternative solutions and strategies for development**
- (3) incorporation of citizen needs and desires and development of broad citizen support**
- (4) identification and resolution of possible conflicts with plans of affected governmental units.**

The widespread housing and economic issues of recent years have not left Florence unaffected or unscathed. In order to provide data for these observations, the City commissioned a Buildable Lands Inventory, Housing Needs Analysis, and Economic Opportunities Analysis in 2017. These documents provided a basis for determining solutions to the issues that were identified. This process allows both citizens and government agencies to submit their comments, concerns, and suggestions in order to allow for a more robust comprehensive plan.

C. PLAN CONTENT

1. Factual Basis for the Plan

Inventories and other forms of data are needed as the basis for the policies and other decisions set forth in the plan. This factual base should include data on the following as they relate to the goals and other provisions of the plan:

- (a) Natural resources, their capabilities and limitations**
- (b) Man-made structures and utilities, their location and condition**
- (c) Population and economic characteristics of the area**
- (d) Roles and responsibilities of governmental units.**

The proposed amendments relate to current, factual information regarding buildable lands, population estimates, housing needs, and current information on the basis of the Florence economy.

2. Elements of the Plan

The following elements should be included in the plan:

- (a) Applicable statewide planning goals**
- (b) Any critical geographic area designated by the Legislature**
- (c) Elements that address any special needs or desires of the people in the area**
- (d) Time periods of the plan, reflecting the anticipated situation at appropriate future intervals. All of the elements should fit together and relate to one another to form a consistent whole at all times.**

The Comprehensive Plan includes all applicable statewide planning goals, addressed by chapter in order of goal. The proposed housing amendments address the desires of the people of Florence to see increased housing made available and strides made towards a more diverse and healthy local economy.

E. MAJOR REVISIONS AND MINOR CHANGES IN THE PLAN AND IMPLEMENTATION MEASURES

The citizens in the area and any affected governmental unit should be given an opportunity to review and comment prior to any changes in the plan and implementation ordinances. There should be at least 30 days notice of the public hearing on the proposed change.

2. Minor Changes

Minor changes, i.e., those which do not have significant effect beyond the immediate area of the change, should be based on special studies or other information which will serve as the factual basis to support the change. The public need and justification for the particular change should be established. Minor changes should not be made more frequently than once a year, if at all possible.

The public and any affected governmental agencies were provided notice of the Planning Commission hearing on the subject. They will also be provided notice of the City Council hearing on the subject, totaling more than 50 days of notice. These comprehensive plan amendments are minor changes which are based upon factual studies of the issues. Changes to these sections are usually not made except during periodic review or more frequently than once a year, but changes will be made as needed.

**Division 8
INTERPRETATION OF GOAL 10 HOUSING
660-008-0010 Allocation of Buildable Land**

The mix and density of needed housing is determined in the housing needs projection. Sufficient buildable land shall be designated on the comprehensive plan map to satisfy housing needs by type and density range as determined in the housing needs projection. The local buildable lands inventory must document the amount of buildable land in each residential plan designation.

The BLI and Housing Needs sections of the Housing and Economic Needs Analyses document the buildable land mix and density of needed housing by residential plan designation. These criteria are met.

GOAL 10: HOUSING

OAR 660-015-0000(10)

To provide for the housing needs of citizens of the state.

Buildable lands for residential use shall be inventoried and plans shall encourage the availability of adequate numbers of needed housing units at price ranges and rent levels which are commensurate with the financial capabilities of Oregon households and allow for flexibility of housing location, type and density.

These amendments were created using a Buildable Lands Inventory compiled in 2017 and completed in December. This inventory determined that there was sufficient land available for the City's forecasted growth within the Urban Growth Boundary for a twenty year planning period.

GUIDELINES

A. PLANNING

- 1. In addition to inventories of buildable lands, housing elements of a comprehensive plan should, at a minimum, include:**
 - (1) a comparison of the distribution of the existing population by income with the distribution of available housing units by cost;**
 - (2) a determination of vacancy rates, both overall and at varying rent ranges and cost levels;**
 - (3) a determination of expected housing demand at varying rent ranges and cost levels;**
 - (4) allowance for a variety of densities and types of residences in each community; and**
 - (5) an inventory of sound housing in urban areas including units capable of being rehabilitated.**

2. **Plans should be developed in a manner that insures the provision of appropriate types and amounts of land within urban growth boundaries. Such land should be necessary and suitable for housing that meets the housing needs of households of all income levels.**
3. **Plans should provide for the appropriate type, location and phasing of public facilities and services sufficient to support housing development in areas presently developed or undergoing development or redevelopment.**
4. **Plans providing for housing needs should consider as a major determinant the carrying capacity of the air, land and water resources of the planning area. The land conservation and development actions provided for by such plans should not exceed the carrying capacity of such resources.**

The proposed amendments address each of these criteria through recently adopted policies and recommendations. The inventories and types of housing lands and needs have been documented and the additional future needs calculated.

B. IMPLEMENTATION

1. **Plans should provide for a continuing review of housing need projections and should establish a process for accommodating needed revisions.**
2. **Plans should take into account the effects of utilizing financial incentives and resources to**
 - (a) **stimulate the rehabilitation of substandard housing without regard to the financial capacity of the owner so long as benefits accrue to the occupants; and**
 - (b) **bring into compliance with codes adopted to assure safe and sanitary housing the dwellings of individuals who cannot on their own afford to meet such codes.**

The Housing Needs Analysis is the second to be completed during the planning period. The data is being used to create additional policy to support the creation of additional needed housing.

3. **Decisions on housing development proposals should be expedited when such proposals are in accordance with zoning ordinances and with provisions of comprehensive plans.**
4. **Ordinances and incentives should be used to increase population densities in urban areas taking into consideration.**
 - (1) **key facilities,**
 - (2) **the economic, environmental, social and energy consequences of the proposed densities and**
 - (3) **the optimal use of existing urban land particularly in sections containing significant amounts of unsound substandard structures.**

5. **Additional methods and devices for achieving this goal should, after consideration of the impact on lower income households, include, but not be limited to:**
- (1) **tax incentives and disincentives;**
 - (2) **building and construction code revision;**
 - (3) **zoning and land use controls;**
 - (4) **subsidies and loans;**
 - (5) **fee and less-than-fee acquisition techniques;**
 - (6) **enforcement of local health and safety codes; and**
 - (7) **coordination of the development of urban facilities and services to disperse low income housing throughout the planning area.**
6. **Plans should provide for a detailed management program to assign respective implementation roles and responsibilities to those governmental bodies operating in the planning area and having interests in carrying out the goal.**

Additional methods for achieving these goals have been identified and the policies and recommendations will be implemented to help achieve those goals. The City did not previously have recommendations which addressed these issues, which now will allow further action to achieve housing goals to be taken in the future.

VIII. EXHIBITS

A	Findings of Fact
B	Proposed Comprehensive Plan Amendments
C	City of Florence -- Housing Needs Analysis and Economic Opportunities Analysis: Volume 1: Summary Report
D	City of Florence -- Housing Needs Analysis and Economic Opportunities Analysis: Volume 2: Technical Report

IX. Additional Supporting Documentation

Florence EOA and HNA, Buildable Land Inventory (BLI) Methodology White Paper, June 16, 2017

Ordinance 16, Series 2018

Exhibit B

Florence Realization 2020 Comprehensive Plan Amendments

November 5, 2018

New text is in red. Text to be removed is ~~lined out~~.

**Florence Realization 2020 Comprehensive Plan
Local Adopting Ordinances, Updated April 2011**

Ordinance Number	Dates of Adoption City Lane Of County Florence	Ordinance Title and Summary
No. 10 Series	07/16/18	<i>Amending the Florence Realization 2020 Comprehensive Plan, Chapter 9: Economic Development And Chapter 10: Housing Opportunities, To Address Housing and Economic Development, Address Current Trends, and Strengthen The Local Economy</i>
No. 11 Series 2018	07/16/18	<i>Amending the Florence Realization 2020 Comprehensive Plan, Chapters 7 (Development Hazards and Constraints), 11 (Utilities, Facilities, and Services), 12 (Transportation), and 14 (Urbanization) and Appendix 7.E to Address Tsunami Threats And Development Patterns Within Areas Subject To These Natural Hazards.</i>
No. 16 Series	11/05/18	<i>Table of Contents, Appendices 2 & 14, Part I: Goals, Objectives, Policies, Recommendations and Background, and Chapters 2, 9, 10, and 14 and to adopt the Buildable Lands Inventory and HousingNeeds and Economic Opportunities Analyses and associated policies to address housing within Florence, address current trends in housing, and the need to diversify the local housing market.</i>

Table of Contents

Part II: Comprehensive Plan Appendices

(Located in binder in Community Development Department, Florence City Hall)

Introduction

Chapters:

1. **Citizen Involvement**

2. **Land Use**
 - a. Issue Paper #1 - Commercial and Industrial Land Uses, July 1997
 - b. October 2001 Industrial Lands Inventory (replaces Industrial Land Use portion of July 1997 Study)
 - c. Florence Residential Buildable Land Analysis, adopted March 15, 2004
 - d. Florence Downtown Implementation Plan, September 1999
 - e. Florence Downtown Plan - Phase I Implementation, Final Summary Report, August 2001 - portions adopted by the City Council
 - f. Access Management Plan for Highway 101 in Downtown Florence, adopted August 4, 2003.
 - g. City of Florence Housing Needs Analysis and Economic Opportunities Analysis: Volume 1: Summary Report
 - h. City of Florence Housing Needs Analysis and Economic Opportunities Analysis: Volume 2: Technical Report

14. **Urbanization**
 - a. Periodic Review Work Task #1 - Urban Growth Boundary Study
 - b. Florence Residential Buildable Land Analysis, adopted March 15, 2004
 - c. Analysis of UGB Expansion
 - d. Area of Interest and Lane County/City of Florence
 - e. Joint Agreement for Planning Coordination between Lane County and the City of Florence, February 2002
 - f. City of Florence Housing Needs Analysis and Economic Opportunities Analysis: Volume 1: Summary Report
 - g. City of Florence Housing Needs Analysis and Economic Opportunities Analysis: Volume 2: Technical Report

Part I: Goals, Objectives, Policies, Recommendations and Background

Introduction

Population

....

Table P-1 and the graph below provide historic population data. These data and the population projections below were updated in March 2004 with the adoption of Comprehensive Plan amendments to incorporate the ~~updated~~ “Florence Residential Buildable Land Analysis” into the Plan and into Appendices 2 and 14; and in 2007 to include the latest population estimates from Portland State University **and again in 2017 with the adoption of the Comprehensive Plan amendments to incorporate the City of Florence Housing Needs Analysis and Economic Opportunities Analysis: Volumes 1 & 2 and into Appendices 2 and 14.**

In the last 32 years, the population of the City of Florence increased substantially. During the 1970’s, the population almost doubled, increasing by 96 percent. Population growth fell off during the 1980’s increasing by only 17 percent. Between 1990 and 2000, the population of the City of Florence again increased faster than Lane County as a whole; the city grew at an annual average rate of 3.5 percent compared to the county rate of 1.3 percent. **Since year 2000, population in the City of Florence increased by 19.5%, up from 7,263 residents in 2000 to 8,680 in 2016 (0.4% annual avg. growth rate). Population within the Florence UGB is projected to grow from 10,486 to 12,554 over the next 20 years (0.9% avg. annual growth rate).**

....

Population within Florence City Limits

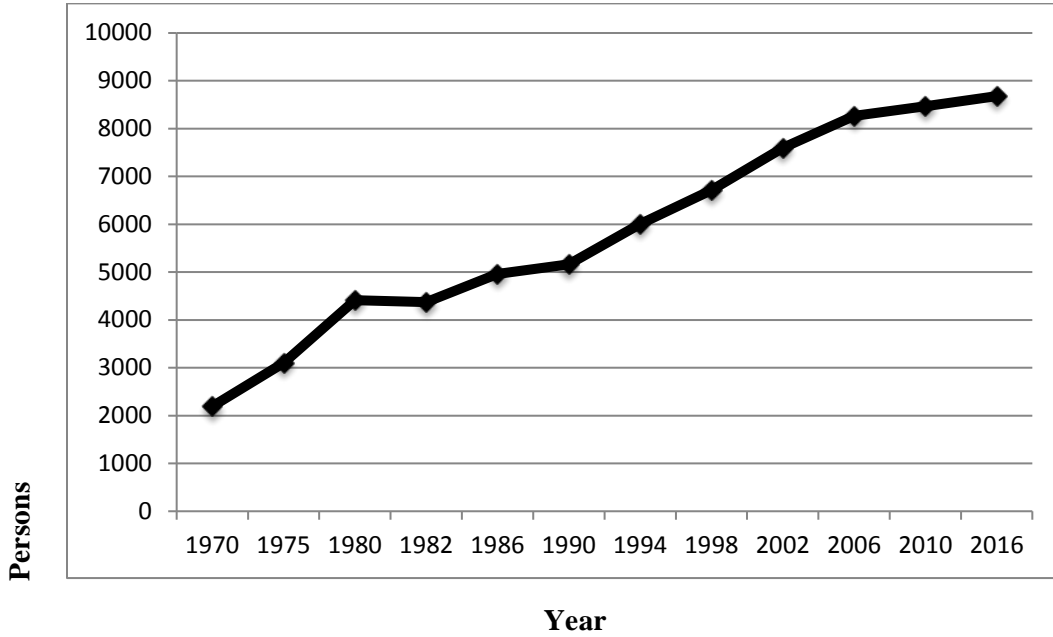


Table P-1. Historic Population Data

Year	Population	Year	Population	Year	Population
1920	317	1985	4,645	1997	6,570
1930	338	1986	4,960	1998	6,715
1940	458	1987	4,980	1999	6,865
1950	1,026	1988	5,020	2000	7,263
1960	1,642	1989	5,075	2001	7,460
1970	2,193	1990	5,162	2002	7,600
1975	3,100	1991	5,380	2003	7,780
1980	4,411	1992	5,475	2004	7,830
1981	4,475	1993	5,705	2005	8,185
1982	4,375	1994	6,005	2006	8,270
1983	4,505	1995	6,185	2010	8,466
1984	4,565	1996	6,400	2016	8,680

Source:

1. Population Research Center, PSU
2. Annexations
3. U.S. Census (2000 & 1988 Comp Plans)
4. Portland State University (1988 Comp Plan)

Chapter 2 Land Use

Residential

Residential Plan Designation Categories and Background

The 20-year Comprehensive Plan Map designates lands Residential that are appropriate for residential land uses and development within the UGB. The ~~*Florence Residential Buildable Land Analysis*~~, adopted March, 2004, **buildable lands inventory performed in 2017 and included in the *City of Florence Housing Needs Analysis and Economic Opportunities Analysis: Volumes 1 & 2***, (Appendix 2 and Appendix 14) concluded that those lands so designated comprise a sufficient supply of buildable lands to accommodate all expected types of housing and all anticipated income levels for the 20 year planning period, as required by State law. Not all lands designated Residential on this Map are necessarily buildable. It is understood, and acknowledged in the ~~*Residential Buildable Land Analysis*~~, *City of Florence Housing Needs Analysis and Economic Opportunities Analysis: Volumes 1 & 2*, that physical and environmental constraints do exist. ~~A comparison of this Map should be made with the Environmental Constraints Map found in Appendix 7 to identify possible constrained areas.~~ It is further understood that onsite work may be required of an owner or developer to identify more precisely the location and degree of any potential physical and environmental constraints. Even discounting non-buildable lands, the ~~2004~~ **2017** study concluded that a sufficient supply of buildable lands remains to satisfy the expected residential housing demand for the 20-year planning period.

By 2000, it ~~was~~ **had** ~~becoming~~ **become** apparent that the high growth rate in Florence was utilizing residential lands at an accelerated rate. The City ~~debated whether to prepare an updated Residential Lands Analysis at that time or to continue with a much delayed completion of periodic review.~~ under pressure to complete periodic review addressed the need for ~~It was decided to complete periodic review and to address the need for an expanded residential lands analysis as a post-acknowledgment Plan amendment.~~ The updated analysis was adopted in March, 2004 and is included in Appendix 2. **To address significant pressures to rezone lands and update residential housing code, the City in 2017 undertook an update of the 2004 BLI and performed a concurrent Housing Needs Analysis and Economic Opportunities Analysis.**

Chapter 2 Land Use

Industrial

Industrial Plan Designation Categories and Background

The Comprehensive Plan designates lands suitable for industrial land uses and development. Those lands are shown on the Plan Map east and west of Highway 101, north of the City limits, lands near the Florence Municipal Airport, on lands owned by the Port of Siuslaw and Lane County and lands owned by private owners and the City of Florence.

The July 1997 Commercial and Industrial Land Use Analysis concluded that there were sufficient industrially designated lands for the 20 year planning period. By 2000, it had become apparent that, while adequate industrial acreage existed, there were no designated lands for relocation/expansion of existing industrial uses requiring large land area such as concrete batch plants, excavating contractors and other primarily construction related businesses. A revised Industrial Lands Inventory (Appendix 2) was prepared, resulting in the designation of lands along Highway 101 north of the present (2000) City limits for such land extensive industrial uses.

The City in 2017 undertook an update of the 2004 BLI and performed a concurrent Housing Needs Analysis and Economic Opportunities Analysis. Based on the job growth forecasts expected under the recommended growth scenario, the Florence UGB will require nearly 55 acres of vacant buildable (employment) land area plus redevelopment of existing underutilized buildings/sites (infill) for approximately 53,000 SF of floor area.

Industrial designations on the Comprehensive Plan Map are: Service Industrial, Business/Industrial Park, and Marine. These designation categories are defined below.

Chapter 8 Economic Development

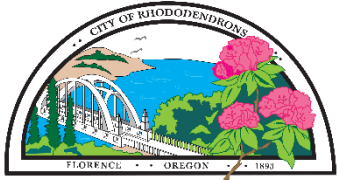
Conclusion

As part of a Buildable Lands Inventory (BLI), Housing Needs Analysis (HNA) and Economic Opportunities Analysis (EOA) compiled as the *City of Florence Housing Needs Analysis and Economic Opportunities Analysis: Volumes 1 & 2* (Included by reference in Comprehensive Plan **Appendices 2 & 14**), the City of Florence conducted significant community and business outreach in 2017.

Chapter 14 Urbanization

Background

Appendix 14 presents the above-described analysis conducted in 2017 and adopted by the City Council in November 2018. ~~2003 and adopted by the City Council in March, 2004.~~ The study, the ~~*Florence Residential Buildable Land Analysis*~~, *City of Florence Housing Needs Analysis and Economic Opportunities Analysis: Volumes 1 & 2* concluded that there is a sufficient supply of residential land to meet the housing needs within the Florence UGB for the next 20 years ~~to the year 2025~~. A discussion of this analysis is contained in Chapter I, Introduction, Population; and Chapter 2, Land Use, Residential.



City of Florence
A City in Motion

DRAFT

City of Florence

Housing Needs Analysis and Economic Opportunities Analysis: Volume 1: Summary Report



DRAFT

November 20, 2017

ACKNOWLEDGEMENTS

This work is made possible through the sincere input by City staff and the Florence Housing and Economic Opportunities Project (HEOP) ad-hoc advisory committee, as well as nearly 700 community members that participated in the planning process. We specifically recognize and appreciate the time and attention dedicated to this work by the following people.

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TABLE OF CONTENTS

Acknowledgements	2
Table of Contents	i
Section I. Summary	1
Mega Trends Affecting Florence	1
Housing Opportunities	2
Economic Opportunities	3
Florence UGB Buildable Land Inventory	5
Community Input Shapes New Policy Directions	6
Housing Goals, Objectives, Policies and Recommendations	7
Housing Goals	7
Housing Objectives	7
Housing Policies.....	8
Housing Recommendations	8
Economic Development Goals, Objectives, Policies and Recommendations	11
Goals	11
Objectives.....	11
Policies	11
Recommendations	12

Section I. SUMMARY



Located on the Oregon Coast, Florence is a modern and forward-looking city whose people know a striving business economy is at the heart of making a great living community. Florence lies at the mouth of the Siuslaw River on the Pacific Ocean. Located in Lane County, Florence is approximately 50 miles west of Eugene, the Lane County seat.

This document summarizes updates for two important elements (chapters) of the *Florence Realization 2020 Comprehensive Plan* relating to housing and the local economy. The Florence Economic Opportunities Analysis (EOA) and Housing Needs Analysis (HNA) includes updates to the following:

- Local urban growth boundary (UGB) requirements (land needs) for providing an adequate land needed to accommodate 20-year employment and population growth forecasts.
- A determination of 20-year UGB land needs (for employment and residential development) based upon a growth forecast for jobs, population and housing that's consistent with regional employment growth forecasts and coordinated city/county population growth forecasts.
- An analysis of buildable vacant, part-vacant and re-developable land inventory (BLI) for all land within the UGB that's planned to accommodate employment and housing growth.
- Ways to strengthen the local economy and address housing needs through the adoption of new economic goals, objectives, policies and recommendations.

Detailed technical analysis and findings for this EOA and HNA update are provided in the Florence EOA and HNA Volume 2: Technical Report, which is available on the City's website.

MEGA TRENDS AFFECTING FLORENCE

The City of Florence currently has a population of 8,680 within its City limits, and functions as a regional service center for approximately 17,000 people that live within 20 miles of the City.

Despite modest population growth for many of Oregon’s communities, Florence has not fully recovered from the Great Recession, which officially ended in 2009. And while Lane County’s unemployment rate closely resembles the state average, Florence’s economic circumstances reflect those of other coastal communities, with higher unemployment, more seasonal part-time workers, older inhabitants and lower income levels than its state and county counterparts.

Since year 2000, population in the City of Florence increased by 19.5%, up from 7,263 residents in 2000 to 8,680 in 2016 (0.4% annual avg. growth rate). One reason why Florence population has been growing more slowly than the state and county is attributed to its high concentration of retirees. This is evidenced by the median age of Florence residents (60.4) compared with Lane County (39.3).

The high share of retirees on fixed incomes combined with a service-oriented economy has had a bearing on Florence’s relatively low incomes. Median household income in Florence (\$33,950) is currently well below Lane County (\$44,103) and Oregon (\$51,243).

According to Zillow.com, average home values in Florence (\$234,800) are about 7% below the pre-recession peak levels (\$253,200). Over the past two years, there has been a measurable increase in existing home sales activity in the Florence, with an average of 360 sales per year.

While housing in Florence is comparatively lower than homes in Eugene, Springfield and Creswell, the low household income levels are creating a housing affordability challenge. The combination of relatively low-wage service jobs, lack of apartment inventory and recent surge in home prices is also driving up rental rates and exacerbating a workforce housing shortage.

New building construction in Florence and Dunes City continues to be dominated by single family housing. Over the past few years the City has issued 30-33 building permits per year, which is down significantly from pre-recession peak activity of 200+ new building permits in 2005-2006.

National migration patterns will likely continue to generate faster population growth for Oregon in comparison to the rest of the nation. According to the U.S. Census Bureau, population in the Western U.S. is projected to grow at an average annual rate of 1.6%, compared to 1.0% nationally over the next 20 years. With comparably lower cost of living and favorable quality of life factors, Florence will likely experience in-migration of retiring baby boomers relocating from urban areas (mostly within Oregon, California and Washington).

HOUSING OPPORTUNITIES

Population within the Florence UGB is projected to grow from 10,486 to 12,554 over the next 20 years (0.9% avg. annual growth rate).

As population is attracted to Florence, the need for all types of housing will increase. This HNA supports long-range planning focused on expanding Florence’s housing inventory to accommodate baseline population growth plus some “pent up” workforce housing and special needs housing demand.

Under the recommended scenario, Florence should plan for 1,624 net new dwelling units over the next 20 years. This net new housing need is expected to consist of: 764 owner-occupied dwellings, 597 renter-occupied dwellings and 263 short-term rental units.



Housing options for special needs, including homeless individuals, families and youth experiencing homelessness should be accommodated by the City. Homeless service centers, such as Siuslaw Outreach Services, currently provide 10-year round beds (Hope House DV Shelter) and 9 seasonal beds for the local population in Florence. It is recommended that Florence adopt a target of accommodating an additional 20-30 year-round beds and 10-20 seasonal beds for special needs population.

This effort will require the City to work with various non-profits, County and State government entities and faith-based organizations to identify appropriate sites/locations for various forms of housing, such as:

- Emergency Shelters
- Transitional Micro-Housing
- Permanent Housing
- Community Service Centers for Youth and Singles

The planned net new housing mix over the next 20 years would consist of: 858 single-family detached homes, 145 manufactured housing units, 265 townhomes/duplexes, 357 multifamily housing units, and 40+/- special needs housing units. The amount of required land area to accommodate this level of housing development is expected to be approximately 231 acres (gross buildable land area).

ECONOMIC OPPORTUNITIES

Retirees, tourism and services are the primary “economic engines” driving the Florence economy, and spur job growth primarily in health care, hospitality and retail sectors.

Top employers in Florence include health care (Peace Harbor Hospital, Willamette Valley Cancer Institute), the Three River Casino, assisted living facilities (Regency Florence and Spruce Point), local elementary and high schools and major retail establishments (including Fred Meyer and Safeway).

Favorable quality of life and cost of living advantages will continue to attract retirees to Florence. This in-turn generates demand for senior and assisted living and along with healthcare services.

Increased tourism and visitor spending is a bright spot for communities along the Oregon coast. Visitor spending in Western Lane County (includes Florence and Dunes City) reached a record \$110.1 million in 2015, and continued to increase throughout 2017.

In recognition of Florence’s regional advantages for attracting tourism and retirees, proximity to natural features (Pacific Ocean, Siuslaw River, Oregon Dunes National Recreational Area and the Siuslaw National Forest and Elliott State Forest), and strong local desire to retain and attract family wage jobs, this EOA recommends policy strategies aimed at increasing growth in the following sectors:

- Outdoor Gear/Recreation
- Craft Food/Beverage
- Software/Information Technology
- Forest Products and Modular Home Construction
- Health Care Services
- Entrepreneurs
- Artisan Makers
- Hospitality
- Continuing Care Facilities

This EOA recommends that the City of Florence adopt goals and policies focused on attaining the most positive job growth forecast, which plans for 1,286 net new jobs over the next 20 years.

Industrial uses (including outdoor gear/recreation, craft food/beverage production, artisan makers, forest products and modular home construction) would require nearly 20 acres of vacant land area. This would require a mix of 1-5 acre sites and possibly one 10 acre site.



Small to medium traded-sector “light industrial” businesses would benefit from land zoned for industrial along with permitted ancillary commercial/retail areas. Artisan “maker” businesses could be accommodated in a shared adaptive reuse building or in industrial flex buildings (e.g., 12,000 square foot single level tilt-up buildings).

Services would primarily consist of 1-2 level commercial buildings with a mix of professional and health service occupations (including software/information technology and health care services), plus locations for lodging and food service establishments (craft food/beverage and hospitality).

It is anticipated that up to 574 new lodging rooms would be needed over time. This assumes 3 to 4 new hotels and a few bed and breakfasts are added to the City over the next 20 years.

Retail and food service establishments could be accommodated through a mix of infill and redevelopment along with one additional grocery-store anchored shopping center on a 5-6 acre site.

In addition to many home-based businesses, Florence should plan for a few 1-2 level office buildings as part of a professional center with a mix of health care and business services. Business services,

such as insurance, real estate, finance, accounting and consulting may also be accommodated as part of a new retail shopping center.

A public or non-profit incubator building should be planned with the goal of accommodating 6-10 startup businesses at any given time. This facility would likely require 5,000 to 7,000 SF of floor area and could be part of an adaptive reuse or infill development project.

Government uses reflected in this analysis pertains primarily to public safety occupations such as police and fire, which may require additional space needs over time. The need for other public or community facilities, such as schools and parks facilities have not been evaluated at this time.

Based on the job growth forecasts expected under the recommended growth scenario, the Florence UGB will require nearly 55 acres of vacant buildable land area plus redevelopment of existing underutilized buildings/sites (infill) for approximately 53,000 SF of floor area.

FLORENCE UGB BUILDABLE LAND INVENTORY

Using the buildable land inventory (BLI) methodology consistent with OAR 660024 and OAR 660-038, the Florence BLI was prepared using Geographic Information Systems (GIS) data that is consistent with the City of Florence and Lane County's current land use zoning assumptions.

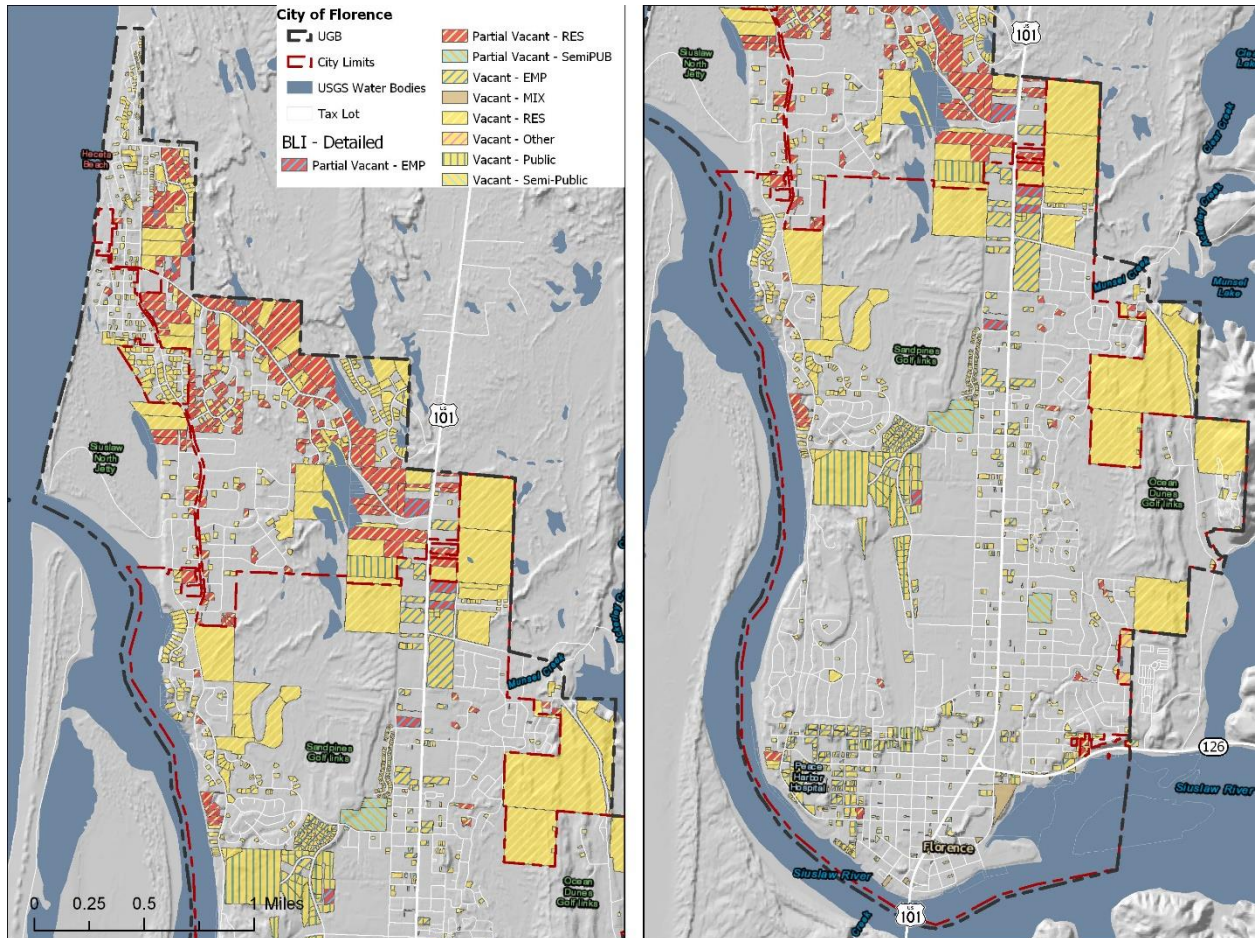
The BLI findings indicate that the existing amount of vacant and redevelopable land within the Florence UGB is generally sufficient to accommodate planned 20-year housing needs and employment growth forecasts, even under the highest growth scenarios.

After accounting for environmental constraints such as wetlands, waterways, flood prone areas, and steep slopes, the BLI in the City of Florence consists of over 710 gross buildable acres of land area. There is an additional 488 acres of unconstrained vacant, part-vacant and redevelopable acres of land area outside the city limits but inside the current Florence UGB.

Within the city limits, there are 385 acres of private-owned land and 176 acres of public/non-profit-owned land. In addition, there is approximately 150 acres of redevelopable land area (where the assessed land value exceeds building improvement value).

While this amount of land area is sufficient to accommodate 20-years of planned housing and employment growth, there may be a need to make minor adjustments (less than 10 acres and within ¼ mile of the existing UGB) of the UGB from time to time to enhance the development feasibility of new Planned Urban Developments (PUDs).

Florence Vacant Land Inventory



COMMUNITY INPUT SHAPES NEW POLICY DIRECTIONS

As part of the BLI, HNA and EOA update, the City of Florence conducted significant community and business outreach in 2017. To learn more about community ideas for housing and economic development, the City administered a questionnaire. 661 people completed the questionnaire, including nearly 40 surveys that were completed in Spanish. This input was used along with feedback from the Housing and Employment Opportunities Project (HEOP) Committee to generate a set of current economic and housing goals, objectives, policies and recommendations.

HOUSING GOALS, OBJECTIVES, POLICIES AND RECOMMENDATIONS

Housing Goals

1. The Zoning Ordinance shall provide for varying housing types to accommodate development of affordable, decent, safe and sanitary housing opportunities for people at all economic segments of the community.
2. The City shall plan for adding 1,664 net new housing units and shall maintain a sufficient supply of buildable land within the Urban Growth Boundary to meet community needs over the next 20 years.
3. City codes and standards shall be enforced for the purpose of maintaining and upgrading the housing supply.
4. The City shall encourage the rehabilitation of substandard housing as a method to meet the high costs of housing and to conserve the housing stock.
5. The City shall recognize workforce housing, mobile homes, manufactured housing and multifamily dwellings as an important part of the overall housing stock, if well situated.

Housing Objectives

1. Support a variety of residential types and new concepts that will encourage housing opportunities to meet the housing needs for households of varying incomes, ages, size, taste and lifestyle.
2. Maintain a high standard of housing construction through enforcement of the Building Code.
3. Maintain a livable environment by placing open space requirements in residential PUDs.
4. Periodically review development code regulations and the zoning map to ensure they encourage a variety of housing types, such as accessory dwelling units, tiny houses, big houses, senior housing, manufactured homes, etc.
5. Periodically update the City's Housing Needs Analysis (HNA) to ensure that there is a sufficient supply of land to accommodate 20-years of planned housing needs for the community.
6. Apply plan designations, zoning districts and regulations to implement the mix of housing indicated in the adopted Housing Needs Analysis.



Housing Policies

1. The City shall enforce a fair housing ordinance that forbids discrimination in the rental, sale or financing of housing based on race, sex, color, religion, national origin, age, or marital status.
2. Housing programs to meet the needs of the City's workforce, elderly and special needs families shall be pursued.
3. Annex where necessary and zone an adequate supply of residential land to accommodate the city's housing needs.
4. Develop and nurture local and regional affiliations and alliances to provide affordable housing.
5. Coordinate with county, state and housing developers to identify, obtain and leverage funding sources for the development of workforce housing, affordable housing and special needs housing.
6. Work with local non-profit organizations, other jurisdictions and health and social service organizations to develop a coordinated, regional approach to homelessness.

Housing Recommendations

Housing Supply/Diversity

1. Unsafe or unhealthy housing conditions should be eliminated.
2. The City should encourage innovative design techniques (such as clustering, townhouses or condominiums) in appropriate areas, as a method to preserve open space, to lower the costs of housing and public facilities, and to maintain vegetative cover.
3. Support periodic UGB expansions within 1 mile of existing city limits to accommodate housing needs and to ensure that cost economies are realized for the city and property owners.

Infrastructure and Development

4. Provide a design and development assistance program (DDAP) to help property owners evaluate redevelopment potential.
5. Reestablish the downtown preservation and rehabilitation program which will incentivize façade improvements.
6. Develop an accessory dwelling unit (ADU) Program which will clarify ADU policies in Florence and allow for increased housing opportunities in and near Old Town.
7. Conduct a developer/property owner recruitment and outreach campaign to encourage new and innovative developments in Florence.
8. Conduct an audit of the development code in Florence to identify and address barriers to workforce housing development.
9. Outside established neighborhoods, set parking requirements and building setbacks to the minimum standards that will meet the community's needs in order to reduce land utilized for parking, reduce the cost of housing development, and encourage walking, transit use and a compact development pattern.

10. Prioritize capital improvement projects that support development of affordable homes and neighborhoods.
11. Participate in public/private development projects, in association with the Florence Urban Renewal Plan.
12. Encourage development of a tiny home artist/maker village with shared common areas and sustainable energy elements.

Housing Attainability

13. Explore local and regional funding options to support development of housing for low- and moderate-income households.
14. Pursue state and federal grants to design and finance affordable housing.
15. Pursue partnerships with Lane Community College to develop student housing.
16. Set fees and system development charges (SDCs) on new construction of affordable housing as low as possible while ensuring necessary infrastructure to make neighborhoods cost-effective places to live and good investments for homeowners.
17. Offer expedited review and permitting for residential or mixed-use projects that meet certain criteria (e.g., receive local, state or federal affordable housing funding for development of workforce housing).
18. Offer a 10 or 20-year property tax exemption to low-income rental housing projects that meet certain criteria (e.g., receive local, state or federal affordable housing funding and are outside the tsunami inundation zone).
19. Involve major employers in efforts to develop and support housing affordable to their workforce.
20. Provide density bonuses and/or reduced parking requirements for affordable housing developments
21. Establish an Affordable Housing Advisory Committee to establish and oversee an affordable housing program that identifies specific actions to increase the supply of housing that is affordable to low to middle income individuals and families.
22. Utilize affordable housing funds to provide incentives to developers of income-restricted dwelling units.
23. Establish an affordable housing funding mechanism, such as a housing levy or construction excise tax on new building permits (based on valuation).
24. Locate affordable housing throughout the city and especially in areas with good access to transit, employment, education and shopping.
25. Consider pre-approving ADU and other housing designs to accelerate their development process and lower housing costs.
26. Periodically examine and revise the municipal code to reduce barriers to new affordable housing development

27. Utilize various mechanisms to ensure the continued affordability of affordable housing the City has built, required or incentivized.

Special Needs Housing

28. Encourage housing options for special needs populations, including independent living for seniors, assisted living, memory care, drug and alcohol rehab and mental health facilities.
29. Integrate housing for people with special needs into neighborhoods throughout the city, avoid concentrations.
30. Encourage the development of senior-friendly housing opportunities, particularly in areas near services and amenities.
31. Promote the provision of support services, including transportation options, to allow seniors and those with special needs to remain in their own homes or non-institutional settings.
32. Support public and private housing and services for people who are homeless.
33. Review municipal code to ensure compliance with the Affirmatively Furthering Fair Housing rule.¹

Short-term Rentals

34. Establish a cap on the number of short-term vacation rental properties available in residential zones.
35. Prepare clear and objective city policy that defines and limits short-term rentals.

¹ See <https://www.hudexchange.info/programs/affh/>

ECONOMIC DEVELOPMENT GOALS, OBJECTIVES, POLICIES AND RECOMMENDATIONS

Goals

1. The City shall encourage actions and activities that promote the availability of new employment in the community, especially family wage jobs.
2. The City shall support efforts to obtain technical and employability skills needed by existing and prospective employers.
3. The City shall work to improve networks within the county, the region, and the state in support of economic and business development.
4. The City shall plan for at least 1,286 net new jobs and shall maintain an adequate supply of buildable employment land within the Florence UGB to accommodate 20 years of planned job growth within the community.
5. Create a community where business and talent will stay and thrive.

Objectives

1. Foster a culture of creativity and entrepreneurship and encourage private businesses to grow
2. Support the business ecosystem by providing clear development codes, processes, and information
3. Develop strategic approach to business retention, by conducting periodic business outreach and discussing the pros and cons of Florence with existing business community.
4. Provide resources to local businesses to help them grow and expand including available data, city-owned spaces available for rent, and outreach activities to promote local businesses.
5. Continue to support the RAIN program to help new start-up businesses grow and expand.
6. Maintain and invest in infrastructure and opportunity sites including improvements to Hwy. 101 and city-wide fiber availability.
7. Support high-speed internet telecommunications networks and facilities.
8. Plan for a 20-year supply of suitable commercial and industrial land on sites with a variety of characteristics (e.g., size, locations, and visibility).
9. Encourage the development of industrial lands with value-added manufacturing and food/beverage processing businesses.

Policies

1. Work with the Chamber of Commerce and other partners to develop a marketing plan and branding materials that describe Florence's advantages/amenities for businesses.

2. Work with property owners and their representatives to ensure that key development and redevelopment sites are known, ready to develop, and marketed.
3. Maintain a system to monitor the supply of vacant commercial and industrial lands and buildings.
4. Allow workforce housing development within all industrial, commercial and mixed-use zones.
5. Foster Florence's recreation and tourism based economy, particularly during off-peak times.
6. Sponsor tourism-related events, marketing and advertising.
7. The City shall develop incentive programs to assist businesses with expansion, relocation and/or upgrading of existing storefronts and landscaping.
8. The City shall continue to support the mission of the Port of Siuslaw to create quality jobs and businesses through the development of Port facilities.

Recommendations

Business Expansion

1. The City should periodically update the City's website for use, among other purposes, to promote business and economic development opportunities in the Florence area.
2. The City should continue to improve the airport to enhance utility for general and commercial uses.
3. The City should encourage and support the Port of Siuslaw in nurturing water-related tourism and recreation, fishing of all kinds including aquaculture, and water-dependent commercial and industrial activities, and to diversify into light industry and manufacturing, high technology related businesses and other non-water-dependent activities.

Infrastructure and Development

4. The City should continue to implement the Florence Downtown Implementation Plan in order to preserve and enhance the Downtown area.
5. Support development of additional aviation research and technology buildings.
6. Conduct feasibility study for developing an ATV research and development complex
7. Conduct feasibility study for redevelopment of the Lotus building site and other sites for a public/private development "maker community" with artist residences and shared space for glass/metal fabrication, artist gallery/showrooms and events.
8. The City should continue to work to improve vehicular access connecting Florence to other communities, particularly on Highway 126.
9. Evaluate incentives to lower development costs for business expansion, such as deferral of systems development charges (e.g., use of an Enterprise Zone).
10. Administer programs that support local businesses, such as the RAIN Program, Façade Improvement Loan Program, Energy Efficiency Loan Program and Business Expansion Loan Program.

11. Explore creation of a natural emergency preparedness training center.
12. Coordinate capital improvement planning to ensure infrastructure availability on employment land and pursue funding for needed infrastructure to support economic development activities.
13. Develop fiber optic network telecommunications and natural gas infrastructure necessary to support business retention and attraction.
14. Identify changes to Florence’s zoning code or entitlement process to simplify the development process. Ensure that the City’s building permitting and land use entitlement processes support business growth.
15. Conduct feasibility study for developing a “bricks and mortar” business incubator facility and sustaining its operations.
16. Consider changes to the development code to allow a wider range of commercial uses (such as hotels and retail/wholesale outlets) within industrial zones.
17. Consider changes to the development code to allow workforce housing and multifamily housing as a conditional use within industrial zones.

Tourism and Marketing

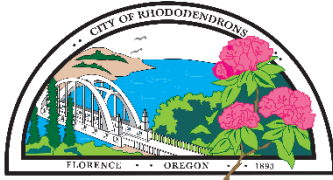
18. The City should continue to support anchor tourism destinations such as our local golf resorts, Old Town, water-related recreational opportunities, and expanded shopping opportunities.
19. The City should continue to develop and improve recreational facilities and sites for tourist to draw more visitors to the town. Such activities may include Siuslaw Estuary Water Trail kayak launches, viewing platforms for bird watchers, trail signage, Frisbee golf, in city open space areas (such as 3 Mile Prairie), and a family recreational development in the Old Town area.
20. The City should develop and implement an effective marketing strategy for the Pacific View Business Park.

Workforce Development & Training

21. Work with the Lane County Community College and Florence High School and other community partners to support local workforce training opportunities particularly in the construction trades, health, human safety, culinary arts, renewable energy and other and software development professions.
22. Sponsor development of a “virtual network” database of local residents/retirees/volunteers to match skills with local trades.

If you would like to know more about the City of Florence’s work efforts now underway for housing and economic development please contact the Planning Department at 541-997-8237.

City of Florence



City of Florence
A City in Motion

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Housing Needs Analysis and Economic Opportunities Analysis: Volume 2: Technical Report



DRAFT

November 10, 2017

ACKNOWLEDGEMENTS

This work is made possible through the sincere input by City staff and the Florence Housing and Economic Opportunities Project (HEOP) ad-hoc advisory committee, as well as nearly 700 community members that participated in the planning process. We specifically recognize and appreciate the time and attention dedicated to this work by the following people.

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TABLE OF CONTENTS

Acknowledgements	2
Table of Contents	i
Section I. Introduction.....	1
I.A. Oregon Regulatory Requirements.....	1
I.B. Methodology and Approach.....	1
I.C. Report Organization	3
Section II. Trends and Forecasts.....	5
II.A. Economic Overview	5
II.B. Population Trends	7
II.C. Income and Employment Trends	8
II.D. Employment Growth Forecasts	10
II.E. Location Quotient Analysis.....	11
II.F. Tourism Market.....	12
II.G. Business Openings and Closures	13
II.H. Building Permit Activity.....	14
II.I. Retail Development Potential.....	14
II.J. Lodging Development Potential.....	15
II.K. Industrial & Office Potential	17
II.L. Recommended Target Business Clusters	18
Section III. Employment Land Needs	21
III.A. Job Growth Scenarios	21
III.B. Land Needs and Redevelopment Assumptions.....	22
III.C. Site Requirements.....	22
III.D. Special Siting Land Needs	23
Section IV. Residential Land Needs	24

IV.A.	Florence Housing Market Potential	24
IV.B.	Housing Needs Scenarios	27
IV.C.	Residential Land Needs Forecast	29
IV.D.	Housing Attainability Issues	31
IV.E.	Financial Feasibility Analysis	32
IV.F.	Special Needs Housing	33
Section V.	Buildable Land Inventory	35
V.A.	Methodology	35
V.B.	Overall City Land Inventory Findings	36
V.C.	Additional UGB Land Inventory	37
Section VI.	Reconciliation of Land Needs	38
VI.A.	Employment Land Needs	38
VI.B.	Housing Land Needs	41
Section VII.	Community Preferences	46
VII.A.	Housing Preferences	46
VII.B.	Economic Development Preferences	47
VII.C.	Development and Policy Concepts	48
Section VIII.	VIII. Economic Development Goals, Objectives and Policy Recommendations	50
Appendix	51

Section I. INTRODUCTION

The Florence Economic Opportunities Analysis (EOA) and Housing Needs Analysis (HNA) are intended to serve as a basis for the City to explore and document new information regarding the City's buildable land inventory (BLI), population and employment trends, and development policies and objectives aimed at strengthening the local economy and providing adequate land to handle the next 20 years of growth. The Florence EOA serves as a basis for the City to document and adopt local policies and actions that help make the City a more economically viable community for residents, businesses and workers. The HNA evaluates housing demand, land needs policies to meet state and local housing objectives.

I.A. OREGON REGULATORY REQUIREMENTS

Florence is undergoing a review of its Comprehensive Plan per Oregon requirements. As part of the Comprehensive Plan update, the City must address the requirements of Goal 9 (Economic Development, OAR 660-009) and Goal 10 (Housing).

These goals require cities to periodically review and update the following:

- Local vision for strengthening local economies through the adoption of local economic policies that include community economic development objectives;
- Local urban growth requirements (land needs) for providing adequate land needed to accommodate 20-year employment and population growth forecasts. Land needs are to be based upon:
 - Current analysis of vacant and part-vacant buildable lands that are zoned or planned to accommodate employment and housing growth.
 - Forecast land needs and housing requirements in a manner that is consistent with regional growth forecasts and coordinated population growth forecasts.

I.B. METHODOLOGY AND APPROACH

EOA Methodology

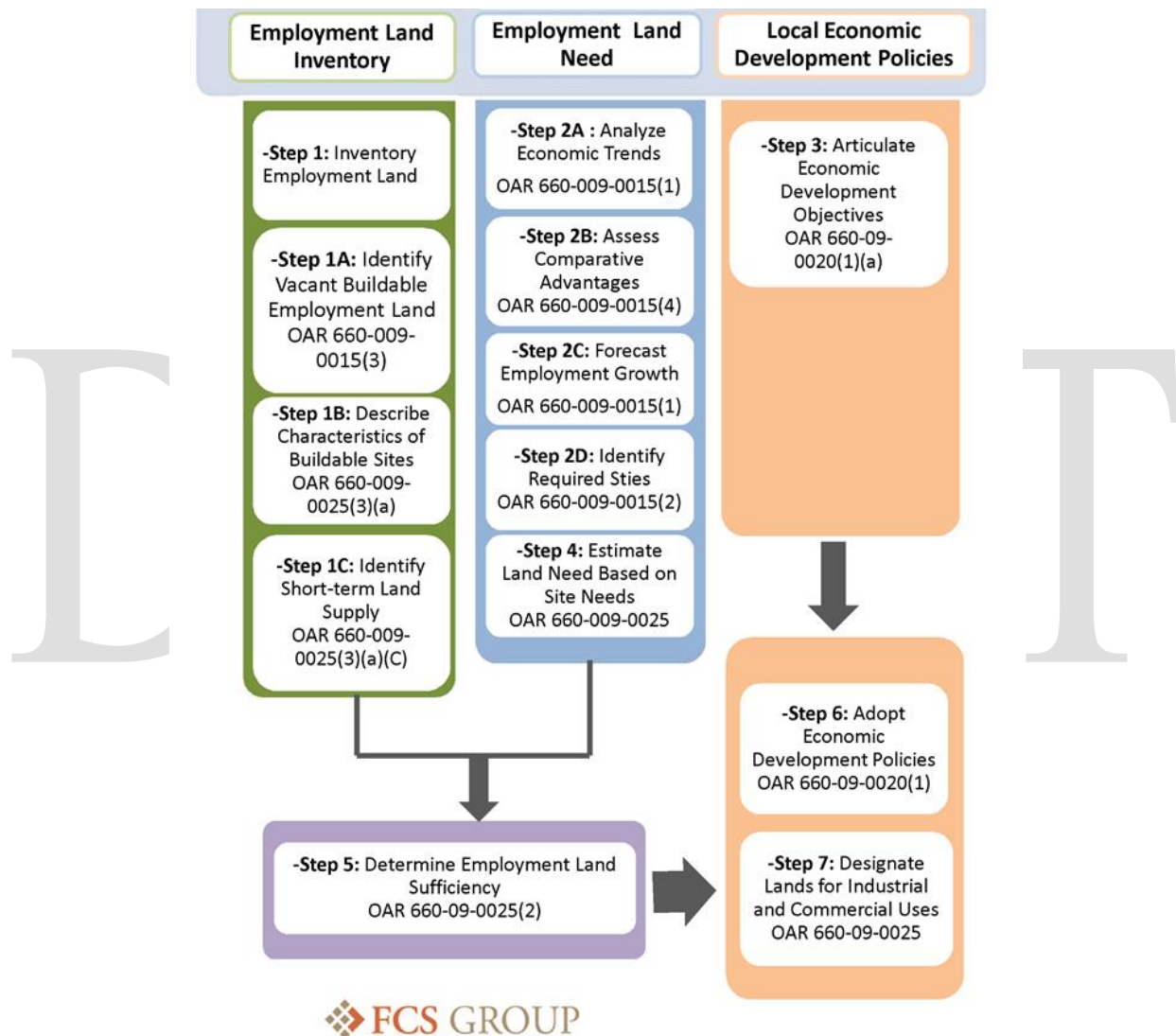
The technical and political approach used for the Florence EOA and related steps are illustrated in Exhibit I.1. This approach is consistent with the DLCD Goal 9 administrative rule, the supporting OAR 660 guidance, as well as other supporting guidance provided per the DLCD Industrial & Other Employment Lands Analysis Guidebook (2005) and the Economic Development and Employment Land Planning Guidebook (July 2010).

To assist the City and consultant team with creating the EOA and refining key assumptions, the City formed the Housing and Economic Opportunities Project (HEOP) Committee to provide guidance throughout the process. The HEOP is comprised of community members, property owners and

business owners/managers. During the preparation of the EOA and HNA, the HEOP met on three separate occasions.

In addition to HEOP meetings, the consultants conducted interviews with local business managers, and development experts, to ascertain Florence’s perceived strengths and weaknesses for retaining and attracting industrial and commercial development.

Exhibit I.1: Florence EOA Methodology and Approach

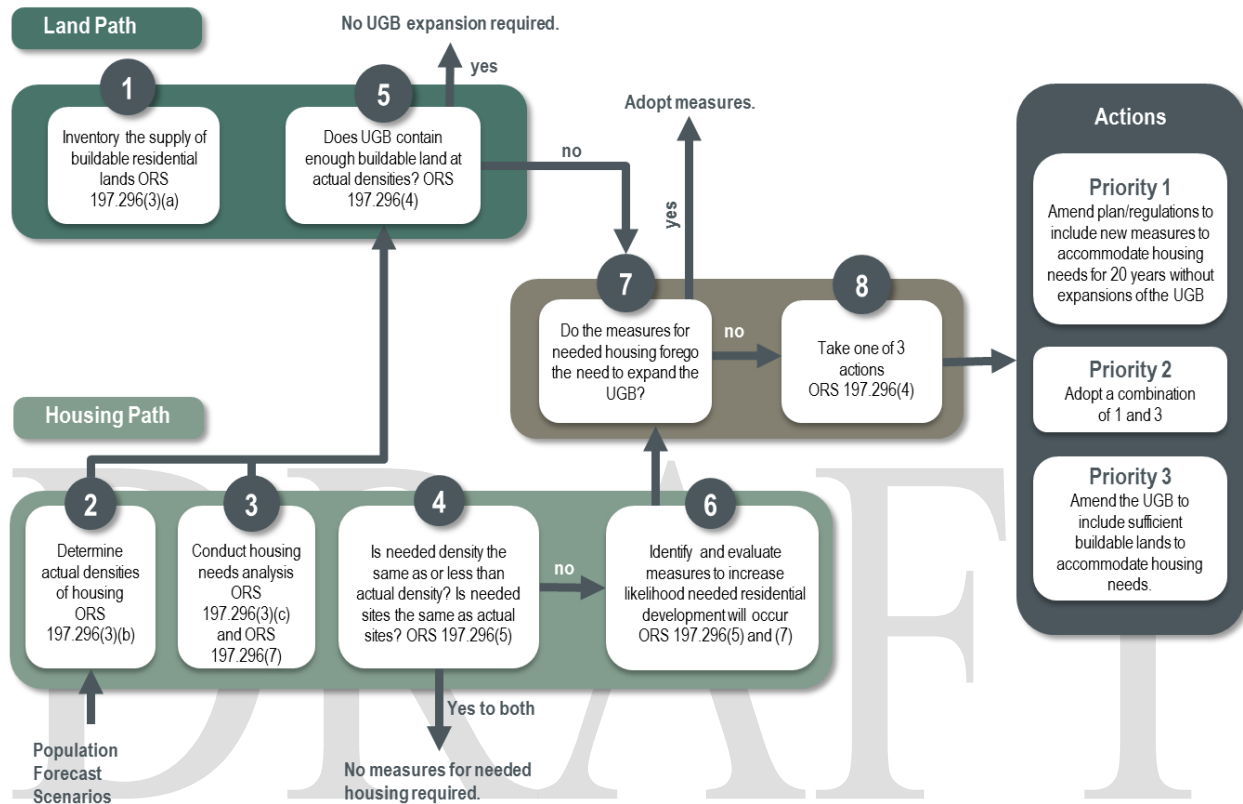


HNA Methodology

The approach used for the Florence HNA and related steps are illustrated in Exhibit I.2. This approach is consistent with the DLCDC Goal 10 administrative rule, the supporting statutes, as well as guidance provided per the DLCDC guidebook titled: Planning for Residential Growth (1997).

While ORS 197.296 specifically applies to cities with 25,000 or more population, this statute is generally followed to determine housing needs for Florence (2016 pop. 8,680). This analysis incorporates forecasts of future population growth in Florence based on data from Portland State University’s Population Research Center.

Exhibit I.2: Florence HNA Methodology and Approach



I.C. REPORT ORGANIZATION

This report provides the technical basis of findings to support proposed economic development and housing policy recommendations. Each section of this report provides current data, assumptions and results that comprise all findings and conclusions:

I. Introduction: summarizes what’s considered when updating the economic and housing elements of Florence’s Comprehensive Land Use Plan.

II. Trends and Forecasts: provides an economic and demographic overview and summary of market trends influencing economic and housing growth in Florence.

III. Employment Land Needs: identifies market supportable growth and related employment land needs.

IV. Residential Land Needs: forecasts housing growth and residential land needs for various housing types.

V. Buildable Land Inventory: depicts vacant, part vacant and redevelopable land within the Florence UGB, and accounts for unbuildable land constraints. .

VI. Reconciliation of Land Needs: compares expected land demand to vacant land supply.

VII. Community Preferences: highlights input obtained from community outreach, interviews and surveys.

VIII. Economic Development and Housing Goals, Objectives and Policy Recommendations: identifies policies and objectives for addressing employment growth as well as housing needs.

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Section II. TRENDS AND FORECASTS

This section includes an analysis of economic trends and local competitive advantages according to prepared employment growth forecasts in accordance with OAR 660-009-0015(1-4). The analysis considers local economic development visions, goals, and objectives to inform the growth forecast.

II.A. ECONOMIC OVERVIEW

FCS GROUP conducted an economic and market analysis of office, commercial, industrial, and public government development for the Florence area. This analysis focuses on the expected level of demand for new development related to job growth in the City over the next 20 years.

The United States (U.S.) economy is growing slowly since the last Great Recession. Trends indicate moderate growth in the U.S. gross domestic product (GDP), which is the dollar value of all goods and services produced. The U.S. economy is expected to realize a 2.2% annual year-over-year GDP growth in 2017 and a 2.2% year-over-year growth rate in 2018; compared with 1.5% experienced in 2015. (Exhibit II.1).

The U.S. Consumer Price Index (CPI) has also begun to increase consistently, with an increase of 1.3% experienced in 2016 while the CPI is expected to increase 2.5% in 2017 and 2.6% anticipated in 2018.

Exhibit II.1: Global GDP Growth Projection

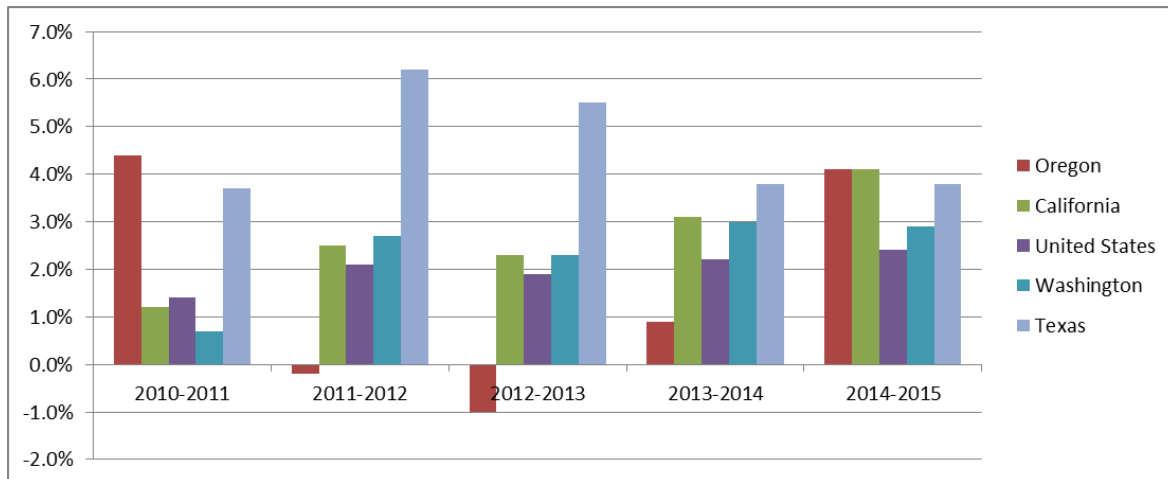
	GDP			CPI		
	2016	2017 est.	2018 proj.	2016	2017 est.	2018 proj.
Advanced Economies	1.7%	1.9%	2.1%	0.7%	1.8%	2.0%
United States	1.5%	2.2%	2.2%	1.3%	2.5%	2.6%
Eurozone	1.6%	1.6%	2.0%	0.2%	1.1%	1.5%
United Kingdom	2.0%	1.3%	2.1%	0.6%	1.9%	1.7%
Japan	0.6%	0.5%	0.7%	-0.1%	0.9%	0.7%
Korea	2.9%	3.1%	2.3%	1.0%	1.7%	2.0%
Canada	1.4%	1.9%	1.9%	1.5%	1.3%	1.8%
Developing Economies	4.1%	4.1%	4.3%	5.5%	4.9%	5.1%
China	6.7%	6.3%	5.6%	2.0%	1.8%	1.8%
India	7.6%	6.8%	7.7%	5.0%	4.3%	5.3%
Mexico	2.2%	-1.1%	2.0%	2.8%	4.4%	5.2%
Brazil	-3.5%	0.8%	2.1%	8.8%	5.0%	4.8%
Russia	-0.3%	1.5%	2.1%	7.1%	5.6%	5.6%

Source: Wells Fargo Bank, Forecast as of April 27, 2017. **Abbreviations:** CPI - Consumer Price Index, GDP - Gross Domestic Product

Compiled by FCS GROUP.

Oregon’s GDP has fluctuated significantly since the end of the Great Recession. According to the U.S. Bureau of Economic Analysis, the Oregon economy grew at the 22nd fastest rate in the U.S. since 2010 in terms of GDP growth (**Exhibit II.2**).

Exhibit II.2: GDP Growth in Oregon, the United States and Select States



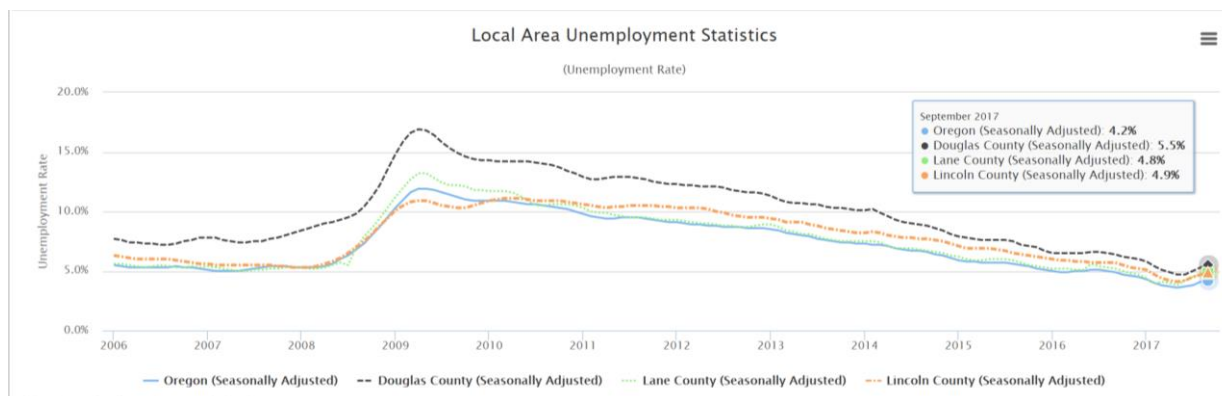
Source: US Bureau of Economic Analysis, Compiled by FCS Group.

Despite modest GDP growth for the state, many of Oregon’s counties are still recovering from the high unemployment brought on by the Great Recession.

Statewide unemployment rates peaked at a seasonally adjusted rate of 11.6% in May of 2009 before dropping to a historic low of 3.8% in March of 2017; then rising to 4.2% in September 2017 (**Exhibit II.3**). Lane County and other coastal counties have followed the state trend closely, consistently maintaining an unemployment rate slightly above the state average.

While Lane County’s unemployment rate largely mimicked the Oregon average, Oregon’s northern and central coastal counties saw lower peak unemployment but took much longer to return to pre-recession unemployment levels. Florence is a unique case. While it is a part of Lane County, its economic circumstances may more closely resemble those of coastal counties, such as Lane County which is 25 miles north of Florence.

Exhibit II.3: Unemployment Rates, Lane County and Oregon (2006-2017)



Since the unemployment rate is a measure of the percentage of workers between ages 15 and 64 that are actively looking for a job, it does not reflect factors regarding labor participation rates and under-employment (workers that have accepted low paying jobs since other jobs are not available locally). Labor participation rates (the share of civilian population that is employed or unemployed) have been decreasing nationally since 1998, and are slightly lower in Lane County (57%) compared with the state average (60%).

II.B. POPULATION TRENDS

The economy of Florence is driven to a large degree by tourism and related visitor spending. Hence, the growth in population and visitation has a major bearing on local commercial and service employment.

National migration patterns point towards faster population growth for Oregon and the western U.S. than the nation as a whole. According to the U.S. Census Bureau, population increases in the West are projected to grow at an average annual rate of 1.6%, compared to 1.0% nationally over the next 20 years.

Over the last 16 years, population in Florence increased by 19.5%, up from 7,263 residents in 2000 to 8,680 in 2016. Florence's average annual growth rate (AGR) in population has fluctuated relative to the growth rates exhibited by Lane County as a whole (**Exhibit II.4**).

Exhibit II.4: Population Trends (2000-2016)

	2000	2010	2016	AGR 2000-2010	AGR 2010-2016
Florence	7,263	8,466	8,680	1.5%	0.4%
Lane County	322,959	351,715	365,940	0.9%	0.7%
Oregon	3,421,399	3,761,925	4,076,350	1.0%	1.3%

Source: U.S. Census Bureau and Portland State University Population Research Center.

Abbreviations: AGR = average annual growth rate

Compiled by FCS Group.

The Urban Growth Boundary (UGB) of Florence is expected to outpace Lane County's population growth rate, growing by 0.9% annually while the county is expected to grow 0.8% in the period between 2015 and 2035. Oregon is projected to grow by 1.1% annually during the same period (**Exhibit II.5**).

Exhibit II.5: Population Projections (2015-2035)

	2015	2020	2025	2030	2035	AGR
Lane County	361,474	378,335	394,921	410,247	424,117	0.80%
Florence UGB	10,486	11,116	11,714	12,219	12,554	0.90%
Oregon	4,013,845	4,252,100	4,516,200	4,768,000	4,995,200	1.10%

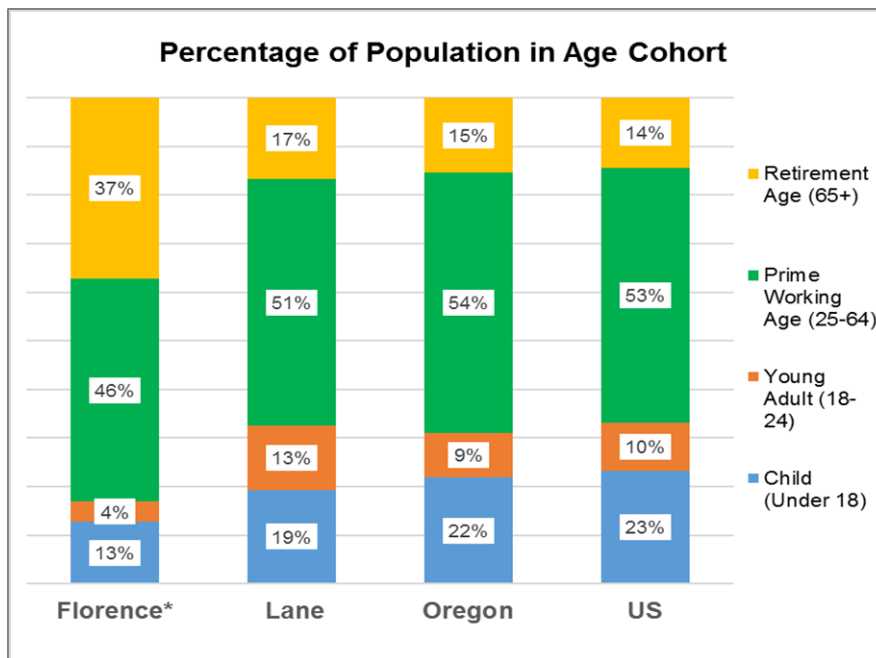
Source: Portland State University Population Research Center

Forecasts of Oregon's County Populations and Components of Change, 2010-2050.

Compiled by FCS Group. AGR = average annual growth rate.

Florence’s population growth is being tempered by the fact that it has a very high concentration of retirees. As indicated in **Exhibit II.6** and **Appendix B**, the percentage of retirement age people in Florence (37%) is over twice as high as Lane County (17%) and Oregon (14%). This is also evidenced by the median age of Florence residents (60.4) compared with Lane County (39.3).

Exhibit II.6



II.C. INCOME AND EMPLOYMENT TRENDS

Income levels in Florence are below those of Lane County and the state, but the per capita income gap is closing. Between 1999 and 2015, per capita income for residents of Florence increased measurably, outpacing the County and the State in income growth. This may be attributed to a mix of very wealthy individuals that have chosen Florence as primary residence. Median household income has not followed Florence’s per capita income trend, having been outpaced by increases in Lane County, Oregon and the U.S. Nevertheless, increases in Florence’s local income came despite two recessions occurring during the 2000-2015 timeframe (**Exhibit II.7**).

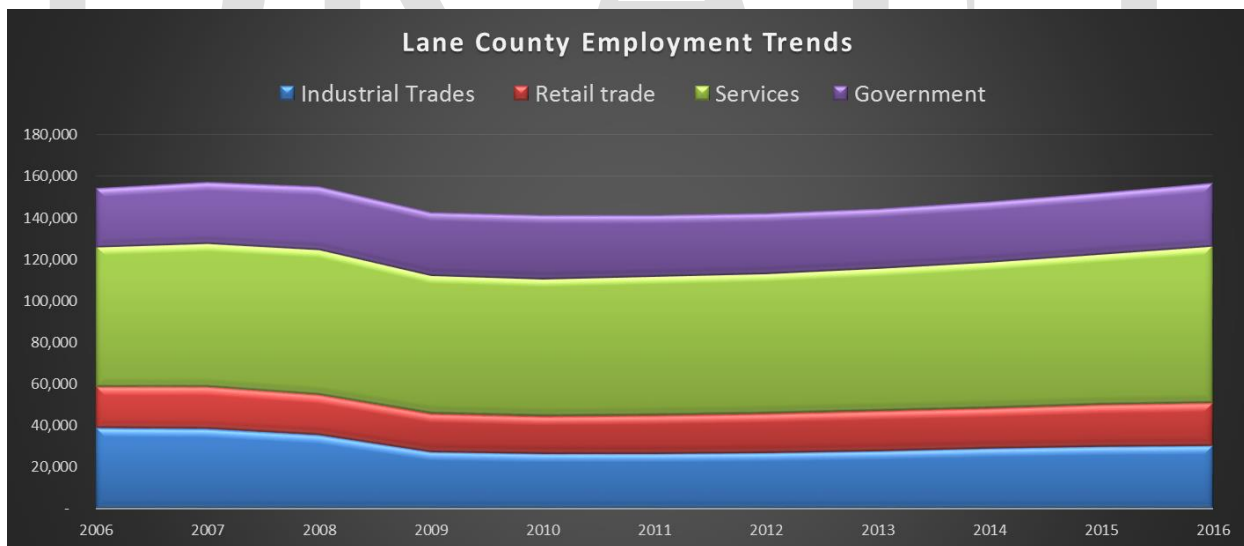
Exhibit II.7 Income Trends

		1999	2015	AGR
Median Household Income	Florence	\$29,943	\$33,950	0.8%
	Lane County	\$36,684	\$44,103	1.2%
	Oregon	\$40,818	\$51,243	1.4%
	U.S.A.	\$41,851	\$53,889	1.6%
Per Capita Income	Florence	\$18,008	\$24,362	1.9%
	Lane County	\$19,681	\$24,960	1.5%
	Oregon	\$20,940	\$27,684	1.8%
	U.S.A.	\$21,587	\$28,930	1.8%

Source: Census (in 1999 dollars) and 2015 ACS 5-year estimates
 Compiled by FCS Group. AGR = average annual growth rate.

At the end of 2016, employment in Lane County finally reached above pre-recession levels recorded 10 years earlier. Since 2006, job growth has been particularly strong among services along with steady growth in the retail trade and government sectors. Over the past few years (2012-2016), employment has improved within all four major job sectors (**Exhibit II.8**). Employment estimates tend to understate the total number of employees that work in Lane County because the Oregon Employment Department job counts tend to exclude home-based workers and other workers that are not “covered” by unemployment insurance.

Exhibit II.8 Lane County Covered Employment Trends



Source: Oregon Employment Department; FCS GROUP.

Job growth within the City of Florence in recent years has been concentrated primarily in health care and retail sectors. The top employers in Florence include health care (Peace Harbor Hospital, Willamette Valley Cancer Institute), the Three River Casino, assisted living facilities (Regency Florence and Spruce Point), local elementary and high schools and several commercial establishments (**Exhibit II.9**).

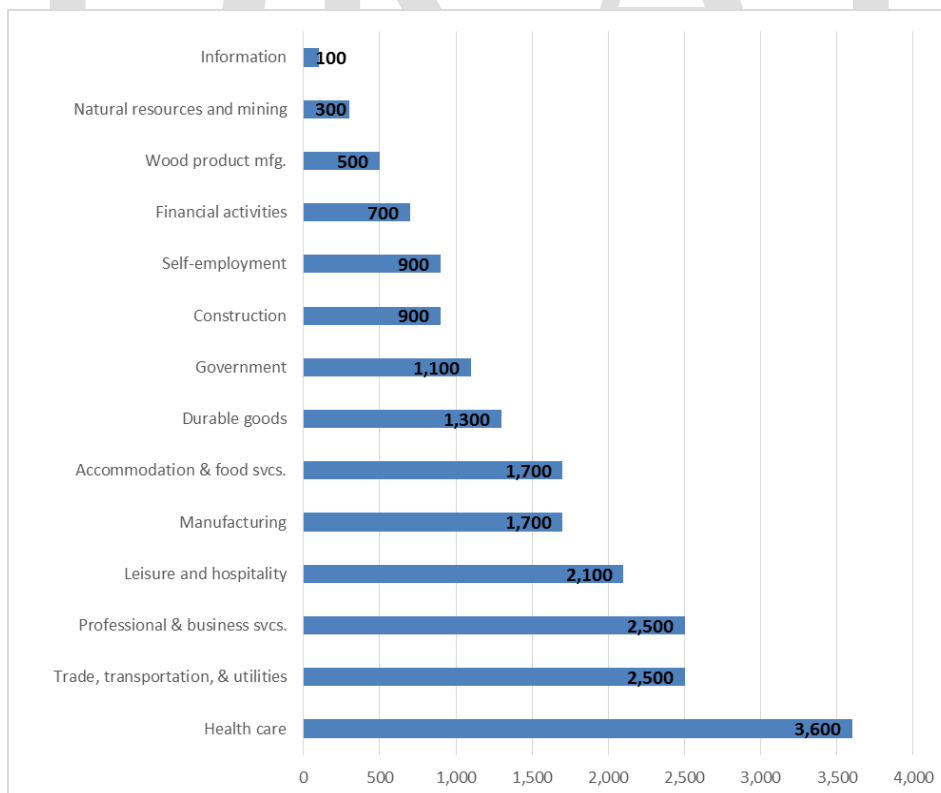
Exhibit II.9: Top Employers in Florence Area

	Employment
Peace Harbor Hospital	400-500
Three Rivers Casino	300-400
Fred Meyer	200-300
Safeway	100-150
Siuslaw Elementary	50-100
King R&R Logging	50-100
Regency Florence	50-100
Mo's Restraunt	50-100
Spruce Point	50-100
City of Florence	50-60
Siuslaw High School	40-50

II.D. EMPLOYMENT GROWTH FORECASTS

The Oregon Employment Department prepares employment forecasts for “regions” throughout Oregon, and defines Lane County as a separate region. As shown in **Exhibit II.10**, the Lane County Region is expected to experience positive growth over the next 10 years in all job sectors, with the exception of the information and durable goods manufacturing sectors. The sectors that are projected to add the most net new jobs include: restaurants, services, education, federal/state government, construction, retail, natural resources (such as timber and fishing), hospitals and independent contractors.

Exhibit II.10: Projected Lane County Job Growth by Industry 2014-2024



Source: Oregon Employment Department. Compiled by FCS Group.

II.E. LOCATION QUOTIENT ANALYSIS

Location quotient (LQ) analysis is a method of determining which business sectors are clustered in the City of Florence in comparison to the Oregon state average. LQ analysis reveals what makes the local economy “unique” in comparison to a broader geography. The LQ analysis indicates existing and potential emerging business clusters present in Florence based on their size (as measured by employment) and projected growth potential. The data used for the cluster analyses were derived from the Oregon Employment Department 2015 wage and salary employment statistics and the Lane County job growth projections described previously applied to City of Florence current employment estimates.

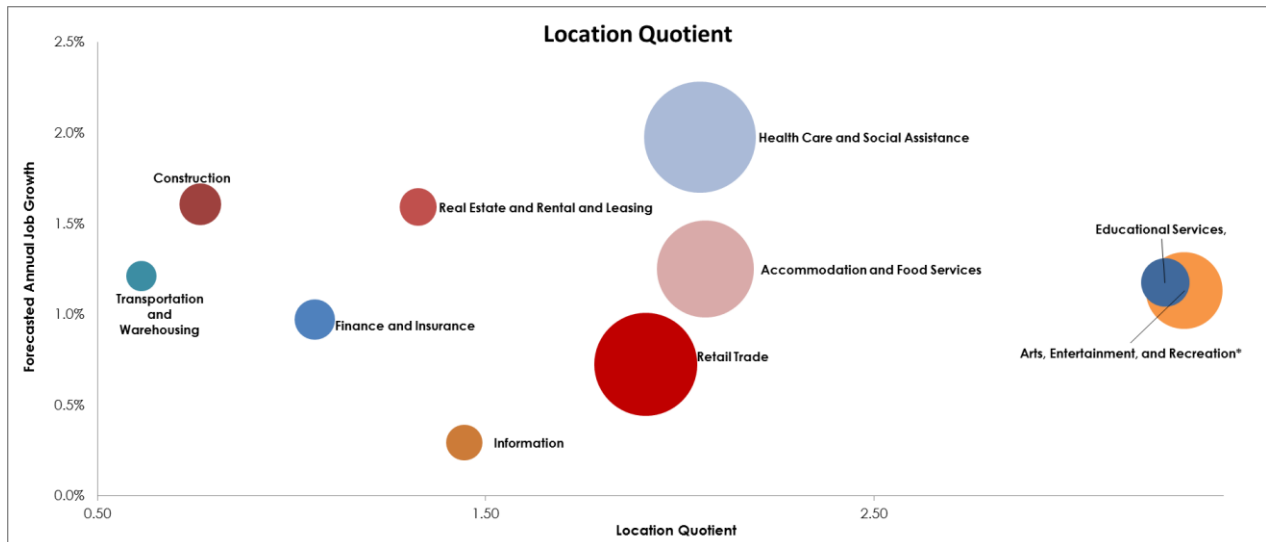
Business clusters in Florence with high LQs include health care and social assistance, accommodations and food services, education services, and arts, entertainment and recreation. For example, the health care sector, a cluster which includes Peace Harbor Hospital and Regency Florence, has an LQ of 2.0 which signifies that this business cluster is twice as concentrated in Florence than the statewide average (**Exhibit II.11**).

Clusters with less than 1.0 LQ may represent a business cluster with either a competitive disadvantage (e.g., from lack of access to key markets) or business clusters with pent-up demand. Clusters with pent-up demand may represent “emerging” opportunities if the job growth rate is projected to be higher than average. For example, the construction cluster has a 0.77 LQ and a high job growth forecast (1.6% annually) so it may now be in position to expand if local employment sites and workforce training opportunities are provided locally.

The LQ analysis for Florence identifies several potential target business clusters, including:

- **Arts, entertainment and recreation** (cluster with high LQ and 1.1% annual job growth forecast) could represent expansion of casino-related entertainment, artist/writers’ galleries and workshops, and destination-oriented recreation (e.g., golfing and activities related to Oregon Dunes National Recreational Area).
- **Accommodations and food services** (high LQ cluster expected to support new hotels and restaurants).
- **Retail trade** (significant cluster with high LQ could include additional establishments to capture retail sales outflow).
- **Health care and social assistance** (highest employment cluster in Florence which also claims the highest projected annual job increases) captures both hospital and retirement-related employment, both industries which Florence has excelled at attracting.
- **Real estate and rental leasing** (sector with significant projected growth which may require new office locations or home based businesses for professionals).

Exhibit II.11: Industry Cluster Location Quotients and Forecasted Growth, Florence Area



***Note:** the LQ for Arts, Entertainment, and Recreation is 9.1 but is represented at 3.3 here to maintain legibility of this graph.

Compiled by FCS Group based on Oregon Employment Department data from 2015.

II.F. TOURISM MARKET

Visitor spending continues to be a bright spot along the central and north coast of Oregon. Florence enjoys access to abundant recreational areas, such as the Oregon Dunes National Recreation Area, Siuslaw National Forest, and the Siuslaw River. Major attractions also include Three Rivers Casino and hotel as well as local restaurants and bars. The US 101 corridor is an Oregon Scenic Byway and an “All-American Road.” Florence is also home to major events including the Rhododendron Festival and the Winter Music Festival, which draw thousands to the local area.

Exhibit II.12 depicts trends in visitor spending within Western Lane County between 2009 and 2015. Trends show visitor spending in Western Lane County reached record levels in 2015--at \$110.1 million up 3.8% from the prior year.

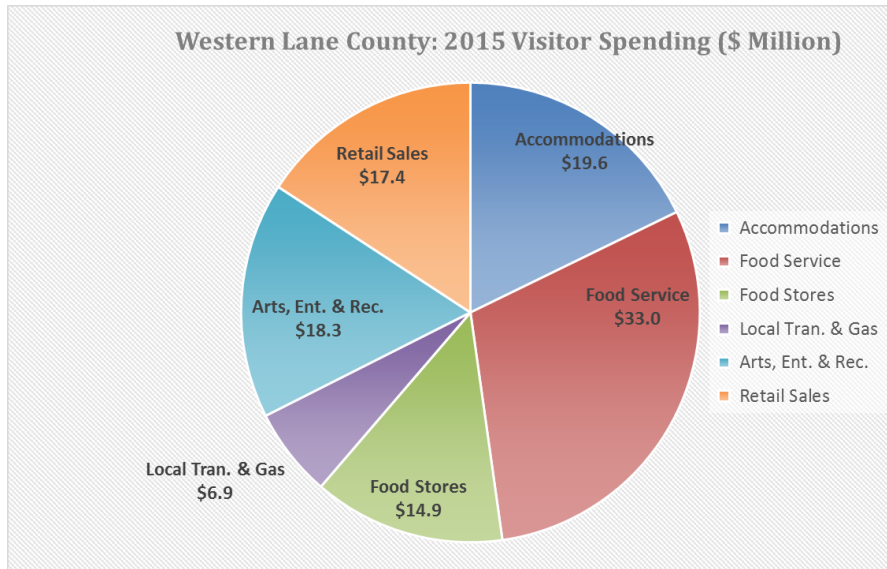
Exhibit II.12: Western Lane County Visitor Spending By Category in Millions (2009-2015)

	2009	2010	2011	2012	2013	2014	2015
Accommodations	\$ 14.8	\$ 15.3	\$ 15.2	\$ 15.3	\$ 16.7	\$ 17.8	\$ 19.6
Food Service	\$ 25.3	\$ 25.6	\$ 25.6	\$ 26.5	\$ 29.2	\$ 31.2	\$ 33.0
Food Stores	\$ 12.3	\$ 12.1	\$ 12.4	\$ 12.7	\$ 13.6	\$ 14.3	\$ 14.9
Local Tran. & Gas	\$ 6.2	\$ 7.1	\$ 8.2	\$ 8.2	\$ 8.4	\$ 8.2	\$ 6.9
Arts, Ent. & Rec.	\$ 15.8	\$ 15.6	\$ 15.3	\$ 15.4	\$ 16.8	\$ 17.6	\$ 18.3
Retail Sales	\$ 15.1	\$ 15.2	\$ 15.2	\$ 15.4	\$ 16.5	\$ 17.0	\$ 17.4
Total	\$ 89.5	\$ 90.9	\$ 91.9	\$ 93.5	\$ 101.2	\$ 106.1	\$ 110.1

Source: Dean Runyan Associates "Oregon Travel Impacts" May 2017. Compiled by FCS Group

Exhibit II.13 illustrates the distribution of tourism spending in Western Lane County in 2015 and underscores the economic benefits received by business types including: restaurants, hotels, retail stores, arts and entertainment, food stores, and auto service centers.

Exhibit II.13: Lane County Visitor Spending By Category in Millions (2015)



Source: Dean Runyan Associates "Oregon Travel Impacts" May 2017.

II.G. BUSINESS OPENINGS AND CLOSURES

Florence has witnessed several business openings/expansions over the past four years. The business activity listed in **Exhibit II.14** reflects diverse industries ranging from food service establishments to schools and health care establishments. Over the past four years, ten businesses have opened, one has expanded, and four establishments closed.

Exhibit II.14: Florence Business Openings & Closures, August 2014 to June 2016

	Business Name	Date
Openings	Florence Tech Solutions	1/17/2017
	Wildflower Montessori School	8/16/2016
	Class Act Theater	7/1/2016
	Early Learning Florence	11/24/2015
	Alice Brauer Christian (ABC) Preschool	7/24/2015
	Novelli's Crab and Seafood Market	7/14/2015
	Oregon Coast Military Museum	7/7/2015
	Sand Ranch Rock Shop	6/30/2015
	Peace Harbor Medical Center*	9/23/2014
	Closures	Real Food Co-op

Source: Oregon Employment Department

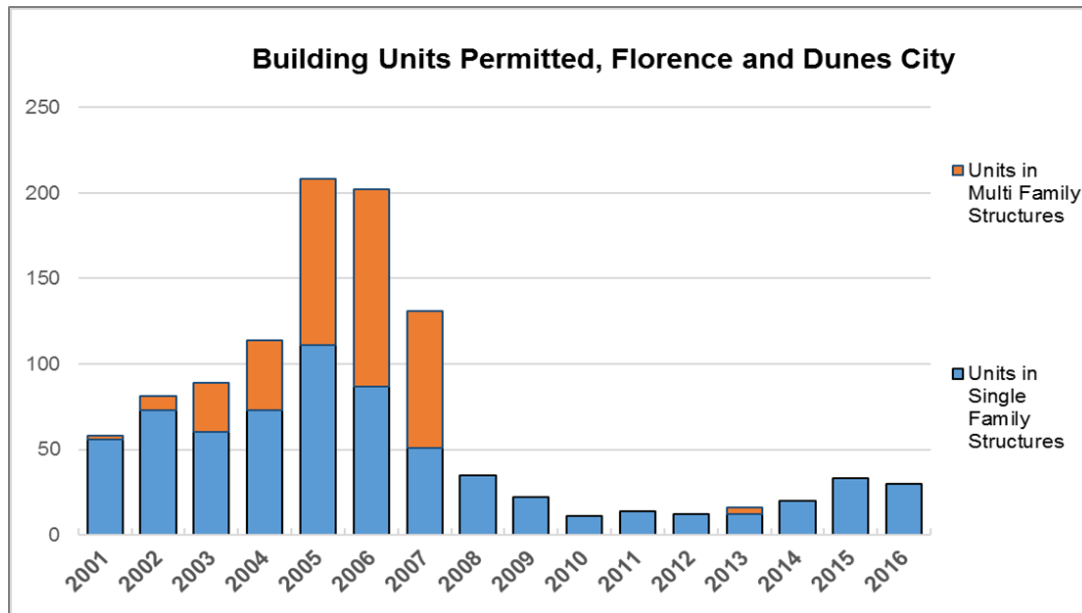
* Denotes that a firm is expanding

Compiled by FCS Group.

II.H. BUILDING PERMIT ACTIVITY

New building construction in Florence and Dunes City continues to be dominated by single family housing. Over the past few years the City has issued 30-33 building permits per year, which is down significantly from pre-recession peak activity of 200+ permits in 2005-2006 (see **Exhibit II.15** and **Appendix C**).

Exhibit II.15



II.I. RETAIL DEVELOPMENT POTENTIAL

The existing retail inventory in Florence is predominantly concentrated along Highway 101 and in Old Town. Highway 101 corridor includes several shopping centers, auto-services, and destination stores (such as Fred Meyer, Safeway and Walgreens). Old Town includes waterfront-oriented restaurants, boutique stores, lodging and a mix of housing types. Current vacancy rates for retail space in Florence is estimated at 10 percent of available inventory.

FCS GROUP conducted an analysis of retail sales data to identify existing retail trade flows within the Florence market area. The analysis examines the consumer retail demand and existing estimated sales within the City of Florence as well as an analysis of 15, 30 and 45 minute drive time of Florence (to/from city hall).

The retail trade flow analysis measures the difference between potential sales from resident demand within the footprint of the analysis area and the actual sales in the same area. The retail trade analysis summary shown in **Exhibit II.16** displays an examination of retail trade in and around the City of Florence. This analysis suggests that Florence is a hub for food-service establishments with significant tourism spending, as well as a regional commercial center for residents within a 30 minute

drive. In 2016, the City of Florence experienced a net retail inflow of nearly \$27 million in overall retail sales, including \$12.5 million in food and beverage spending (**Exhibit II.16**).

Exhibit II.16: Florence Retail Market Trade Area Profile, 2016

	Trade Area			
	City Limits	15 minutes	30 minutes	45 minutes
Population	9,136	13,001	16,104	22,369
Households	4,540	6,391	7,888	10,829
Aggregate Income	\$230,757,088	\$337,414,953	\$412,648,896	\$567,792,327
Total Retail Demand and Sales (Supply) within Trade Area				
Demand	\$124,225,180	\$183,824,945	\$219,348,072	\$316,806,306
Supply	\$151,194,784	\$155,722,944	\$187,056,588	\$239,775,947
Retail Trade Outflow/(inflow)	(\$26,969,604)	\$28,102,001	\$32,291,484	\$77,030,359
Food & Drink Demand and Sales (Supply) within Trade Area				
Demand	\$11,417,079	\$16,720,296	\$20,525,774	\$28,280,345
Supply	\$23,910,105	\$25,164,110	\$32,916,645	\$39,374,952
Retail Trade Outflow/(inflow)	(\$12,493,026)	(\$8,443,814)	(\$12,390,871)	(\$11,094,607)

Despite an overall retail trade inflow, the detailed trade flow analysis of individual store groups provided in **Appendix C** indicates that the following store groups have relatively high levels of retail outflow, which means most local residents travel outside the City to make purchases:

- Food and Beverage Stores (includes grocery and specialty food stores)
- Building Materials, Garden Equipment & Supply Stores
- Electronics and Appliance Stores
- Motor vehicle sales, auto parts and supply stores

If half of the current retail sales outflow in these categories (see analysis in **Appendix C-1**) can be captured locally by new commercial development, then the added development potential from intercepting trade outflow would be approximately 52,000 square feet of building floor area, plus additional building/sites for motor vehicle sales.

In addition to retail development needed to intercept current trade outflow, future increases in spending from visitors along with new residents would support additional commercial development. The analysis provided in **Appendix C-2** indicates that as future population and visitation levels increase, future growth in retail spending should support an additional 90,000 to 100,000 square feet of retail floor area.

While online retail purchases continue to increase (annual online sales were up 14.3% in 2016 nationally) according to the U.S. Census Bureau, these sales account for less than 5% of total retail demand in the City of Florence (based on data provided in **Appendix B**). It is expected that online sales will continue to increase in the future; leading to additional demand for sub-regional warehouse/distribution buildings (and related jobs) in Florence.

II.J. LODGING DEVELOPMENT POTENTIAL

As tourism increases along the Oregon Coast so too will demand for overnight accommodations. An analysis of the lodging market within Florence indicates that the market is currently served by 13 “competitive” lodging establishments, including 4 full-service hotels and 9 limited-service facilities (**Exhibit II.17**).

In addition, it is estimated that there are at least 62 short-term rentals (bedrooms) that are currently available through various websites, such as Air B&B. The number of homes and condos being utilized for shared arrangements, such as Air B&B, has increased significantly since 2010. FCS GROUP estimates that this short-term rental segment currently accounts for approximately 11,315 annual room nights of demand, which equates to 7% of total annual room night demand in Florence.

Exhibit II.17:

Existing Overnight Accommodations in Florence UGB

Accommodation Type	Facilities	Rooms	Est. Avg. Annual Occupancy Rate	Annual Room-night demand
Hotels with Meeting Facilities	4	315	70%	80,483
Other Hotels/Motels/B&Bs	9	285	70%	72,818
Short-term/Air B & B rooms*	n/a	62	50%	11,315
Total	13	662		164,615

Source: Hotels.com and Air B&B.com, survey by FCS GROUP (see Appendix C).

* assumes room count found on the internet represents 50% of total inventory.

FCS GROUP evaluated local lodging demand by market segment, including: tourists/visitors, groups (organized events, weddings, conventions) and business travelers. Each segment's growth is based on the trends and forecasts that have been described in previous sections of this report (**Exhibit II.18**).

Exhibit II.18: Lodging Demand Segments

Demand Segment	Annual Growth Rate	Source
Visitors	3.51%	Dean Runyan Travel Impacts in Western Lane County: 2009 to 2015, real dollars
Groups	1.10%	Oregon Office of Economic Analysis pop. proj. for Oregon
Business Travelers	1.08%	OED 2014-2024 Job Forecast for Lane County

The lodging demand analysis indicates that over the next 20 years there will be demand for approximately 570 new hotel/motel rooms in Florence (see **Exhibits II.19-22**). This level of demand would likely support one new conference hotel along with 2-3 smaller budget or boutique hotels. If the existing lodging supply is not expanded to accommodate increases in demand, there will be market pressure to convert single family dwellings to short-term rentals. However, the potential supply of permitted short-term rental units would be subject to City policy regulations.

November 2017

Exhibit II.19: Existing and Future Lodging Demand

Lodging Type	Visitors	Groups	Business Travelers	Total
With Meeting Facilities	65%	20%	15%	100%
Without Meeting Facilities	95%	0%	5%	100%

Exhibit II.20: Estimated 2016 Room-Night Demand by Lodging Type

Lodging Type	Visitors	Groups	Business Travelers	Total
With Meeting Facilities	52,314	16,097	12,072	80,483
Without Meeting Facilities	69,177	0	3,641	72,818
Total	121,490	16,097	15,713	153,300

Source: Hotels.com and Hotel Staff; compiled by FCS Group.

Exhibit II.21 Projected 2035 Room-Night Demand by Lodging Type

Lodging Type	Visitors	Groups	Business Travelers	Total
With Meeting Facilities	104,351	20,033	14,956	139,340
Without Meeting Facilities	137,988	0	4,510	142,498
Total	242,338	20,033	19,466	281,838

Source: Hotels.com and Hotel Staff; compiled by FCS Group.

Exhibit II.22: Projected 2035 Lodging Demand

Existing Lodging Rooms	Net New Room-Night Demand	Total Supportable Rooms*	Net New Supportable Rooms*	% Needing Meeting Facilities
600	128,538	1,174	574	49%

Source: * assumes 70% minimum required average annual occupancy; FCS GROUP.

II.K. INDUSTRIAL & OFFICE POTENTIAL

There has been limited office and industrial construction activity in Florence over the past 10 years. Office and industrial building vacancy rates appear to be approximately 10-15 percent, with at least 10 available buildings and several “build to suit” commercial and industrial parcels for sale or lease in Florence.

Future office job growth in Florence will likely be attributed to service businesses (such as health care, accounting and financial services) and expanding small businesses. Levering the Oregon state-backed Regional Accelerator and Innovation Network (RAIN) program, which helps fund startups, along with the development of a small business incubator facility s would help foster local business growth.

Potential industrial job growth in Florence over the next 20 years is more limited than office/service job growth. Near-term market potential currently exists for a cluster of light industrial artisan “maker” businesses that could be located in an adaptive reuse building. This development opportunity should allow light manufacturing activities to occur along with shared gallery showrooms and classroom training/event space.

Larger-scale industrial developments, such as value-added wood product manufacturing (such as production of prefabricated buildings, flooring, siding, etc.) and wholesale distribution activities are expected to require a range of industrially-zoned sites.

The Florence Airport also provides a unique opportunity for additional aviation related events, activities and businesses engaged in aviation component assembly, research and development.

II.L. RECOMMENDED TARGET BUSINESS CLUSTERS

Based on the previous analysis and findings, several economic opportunities have been identified that are consistent with market trends and community development objectives. Target business opportunities are summarized in **Exhibit II.23** and include:

- **Outdoor Gear/Recreation:** capitalizing on Florence’s unique location, the Outdoor Gear/Recreation cluster is a natural fit and a way to enhance off-peak visitation. A mix of indoor and outdoor recreational facilities could help retain and attract new businesses and young professionals to Florence. Business concepts include: ATV research and testing center; eco-tours on kayaks and stand up paddle boards; and strategies that link local outdoor gear businesses with national and international markets.
- **Craft Food/Beverage:** as an outgrowth of the artisan maker movement, the craft food and beverage industry can leverage the talents of many local employers. Business concepts include development of a brew pub or distillery, marketplace (think mini Pike Place Market) for locally produced products, and workforce training partnerships with Lane Community College and local high school training programs. The potential to combine locally produced foods (such as seafood, shellfish, seaweed, cranberries, etc.) with specialized food product research and development activities could provide a future cluster of food production establishments in Florence.
- **Software/Information Technology:** in response to an ever increasing global society linked by internet communications, Florence can capitalize on its high quality of life, low cost of living (compared to west coast) and proximity to the University of Oregon to attract individuals and businesses that can work remotely. The software/IT cluster requires high-speed internet fiber optic communications, and a progressive business network of creative workers.
- **Forest Products and Modular Homes:** while regional timber harvests have declined over the past few decades, the region retains its strong heritage in forest product research and development. Value-added forest products, such as cross-laminated timber (CLT) and building components (such as trusses, flooring, siding, doors, windows) could be manufactured in Florence along with modular home construction. These activities would likely require industrial-zoned sites ranging from 5 to 10 acres in size.
- **Health Care Services:** includes Peace Health hospital expansion and specialty treatment centers along with supporting medical office professions, in-home nursing care, etc. as an established

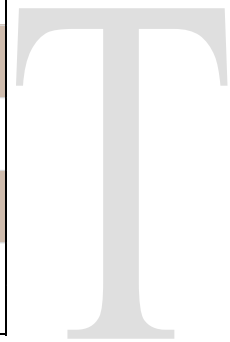
location for retirees with full-service health care provided by Peach Health Medical Center and other health service establishments, Florence is well positioned to attract new facilities that offer a wide range of treatment or care. This could include destination outpatient treatment centers for cancers, non-invasive surgery, cataract surgery, etc.

- **Entrepreneurs:** this includes home-based businesses and small office buildings that can accommodate growing small businesses, such as software development, media arts, environmental consulting, legal and accounting professionals. The current RAIN incubator program and Lane Community College training programs would also help foster business growth and local job creation.
- **Lodging:** new and/or expanded overnight accommodations will be needed to accommodate growth in visitation, group meetings/events and business demand from overnight travelers. New facilities that accommodate events and trade association conventions could augment demand, particularly during off-peak shoulder months.
- **Continuing Care Facilities:** With the presence of Peace Health Medical Center, high quality of life ratings, and relatively low cost of living, additional demand for retirement housing communities, Alzheimer's care facilities and assisted living facilities is expected, particularly full-service facilities that provide services, such as:
 - Physical therapy
 - Personal concierge
 - Restaurant dining
 - Medication management
 - Transportation services
 - Nursing care
 - Cleaning services
 - Cultural, spiritual, and educational events
- **Artisan Makers:** includes arts-related businesses that require light industrial/flex buildings for specialty manufacturing operations (glass making, cabinet making, food/beverage processing) as well as gallery/showrooms and related training/event space. Such businesses prefer to cluster in adaptive reuse buildings near Old Town given its high levels of pedestrian/tourism traffic.

Exhibit II.23: Recommended Target Uses for Florence

Florence Economic Development Strategy Target Employment Clusters				
Target Use	Market Potential	Relative Wage Rates	Potential Job Creation	Recommended Target Market in Prior 2016 Strategy
Outdoor Gear & Recreation	●	●	●	<input checked="" type="checkbox"/>
Craft Food/Beverages	●	●	●	<input checked="" type="checkbox"/>
Software/Information Technology	●	●	●	<input checked="" type="checkbox"/>
Forest Products	○	●	○	<input checked="" type="checkbox"/>
Health Care Services	●	●	●	<input type="checkbox"/>
Entrepreneurs	●	○	○	<input checked="" type="checkbox"/>
Lodging	●	●	●	<input type="checkbox"/>
Continuing Care Facilities	●	●	●	<input type="checkbox"/>
Artisan/Makers	●	●	●	<input type="checkbox"/>
Legend: Good: ● Fair: ● Poor: ○				

Source: FCS GROUP based on EOA findings and Committee input.



Section III. EMPLOYMENT LAND NEEDS

III.A. JOB GROWTH SCENARIOS

With input from the HEOP committee, the consultant team prepared two employment land needs growth scenarios for Florence. Each scenario takes into account Oregon Employment Department (OED) 2014-2024 extrapolated long-term growth forecasts for job sectors applied to the most current existing Florence UGB job estimates. Please see **Appendix D** for detailed job growth scenarios and assumptions.

- **Baseline Growth Scenario A:** assumes that the existing employment in Florence will grow at an AGR (average annual growth rate) consistent with the OED long range job growth forecast for Lane County, which includes the Florence UGB.
- **Strategic Growth Scenario B:** assumes that the baseline growth forecast derived from Scenario A is supplemented by strategic growth in the target business clusters discussed previously. More specifically, this scenario assumes Scenario A job growth plus 100 additional traded sector industrial jobs and 144 additional pent up commercial jobs from capture of existing trade outflow.

As summarized in **Exhibit III.1**, the baseline job growth projections for the Florence UGB over the next 20 years includes 1,082 net new jobs (Scenario A). In addition to this baseline growth, Scenario B assumes an additional 100 industrial jobs and 104 retail jobs are added above the baseline forecast, with 1,286 net new jobs in Scenario B. Under either scenario, most new job growth would likely occur in “health care & social service” sector, followed by “other services” and “food/lodging services.”

Exhibit III.1: Florence UGB 20-Year Job Growth Forecast

Job Sector	2015 Jobs	AGR (baseline)	2035 Jobs (baseline)	20-year	20-year
				Baseline Job Growth (Scenario A)	Strategic Job Growth Forecast (Scenario B)
Industrial	259	1.31%	336	77	177
Retail	741	0.73%	856	115	219
Health Care & Social Services	874	1.98%	1,293	419	419
Food/Lodging Services	663	1.25%	850	187	187
Educational Services	165	1.18%	208	43	43
Public Administration	86	0.38%	93	7	7
Other Services	965	1.09%	1,199	234	234
Total	3,753	1.28%	4,835	1,082	1,286

Source: Oregon Emp. Dept. (OED, 2015); projections based on OED long range employment sector growth forecasts for Lane County; FCS GROUP.

Abbreviations: AGR = annual average growth rate. UGB = urban growth boundary.

III.B. LAND NEEDS AND REDEVELOPMENT ASSUMPTIONS

Based on the job growth forecasts shown above, the Florence UGB will require at least 39 acres of net buildable vacant land in Scenario A and nearly 55 acres in Scenario B (**Exhibit III.2**).

As described in **Appendix E**, these vacant land requirements are based on the job growth forecasts described above and assume that existing underutilized buildings (infill) and redevelopment sites accommodates between 8% and 9% of the net new job growth, which equates to approximately 46,000 SF of infill/redevelopment building floor area in Scenario A and 53,000 SF in Scenario B.

Exhibit III.2: Florence 20-Year Vacant Land Needs for Employment (buildable acres)

Job/Use Type	Scenario A (Base Case)	Scenario B (Strategic Growth)	Recommended Site Requirements for Scenario B	Preferred Zoning
Private Employment				
Industrial Services	8.4	19.3	Two 5-10 acre parcels, plus five 1 to 3 acre parcels; full infrastructure services	Industrial Emp
Lodging	3.5	3.5	Three 1 to 3 acre parcels, with good visibility	Com or Mixed Use
Food Services	4.7	4.7	Infill sites plus specialty food store on 2-acre site	Com or Mixed Use
Education Services	2.6	2.6	One 2-3 acre parcel with transit access	Emp or Public
Office/Other Services	15.5	15.5	Infill sites plus incubator facility (1 acres sites)	Emp or Mixed Use
Retail	4.6	9.2	One 5-6 acre shopping center plus infill sites	Commercial
Private Subtotal	39.3	54.9		
Government	-	-	2-acre parcel, emergency access	Public
Total	39.3	54.9		

Source: derived from Appendix E.

III.C. SITE REQUIREMENTS

If the City aims to attain the most positive job growth forecast embodied by Scenario B, most employment land needs would consist of industrial and commercial (retail, office and mixed-use zoned) land.

Industrial uses would require nearly 20 acres of land area, for several small and a few large employers. Small to medium traded-sector manufacturing businesses would benefit from land zoned for industrial with ancillary retail or commercial showroom areas. Artisan “maker” businesses could be accommodated in a shared adaptive reuse building or in industrial flex buildings (e.g., 12,000 square foot single level tilt-up buildings).

Services would primarily consist of 1-2 level commercial buildings with a mix of professional and health service occupations, plus locations for lodging and food service establishments.

It is anticipated that up to 574 new lodging rooms would be needed over time. It is likely that each hotel would require a site of 1 to 2 acres and have between 60 and 120 rooms.

Retail and food service establishments could be accommodated through a mix of infill and redevelopment along with one additional grocery-store anchored shopping center on a 5-6 acre site.

In addition to many home-based businesses, Florence should plan for a few 1-2 level office buildings as part of a professional center with a mix of health care and business services. Business services, such as insurance, real estate, finance, accounting and consulting may also be accommodated as part of a new retail shopping center.

A public or non-profit incubator building should be planned with the goal of accommodating 6-10 startup businesses at any given time. This facility would likely require 5,000 to 7,000 SF of floor area and could be part of an adaptive reuse or infill development project.

Government uses reflected in this analysis pertains primarily to public safety occupations such as police and fire, which may require additional space needs over time. The need for other public or community facilities, such as schools and parks facilities have not been evaluated at this time.

III.D. SPECIAL SITING LAND NEEDS

These employment growth scenarios (Scenario A and B) reflect expected land demand generated by private and City government job growth but do not include potential land needs attributed to special siting requirements for major facilities, such as schools, parks and institutional development (including churches). It is possible that the HEOP or City Council may identify such uses as “special siting uses” which would augment the projected UGB land requirements stated above.

Section IV. RESIDENTIAL LAND NEEDS

This chapter presents the housing needs analysis (HNA) for Florence. This analysis addresses the requirements for planning needed housing in urban areas for small cities (population less than 25,000) using the methodology described earlier in Section I.

IV.A. FLORENCE HOUSING MARKET POTENTIAL

Florence's future housing need must address planned growth requirements for households at all income levels. This entails understanding the demand generated by "permanent" population (owner and renter) households along with seasonal housing demand. The issue of housing affordability and the demand for workforce housing must also be addressed.

Steps in the Housing Needs Analysis

The method used in this HNA is consistent with Oregon Land Use Goal 10 requirements for small cities and comports with most of the requirements used for larger cities as well. The key steps include:

Step 1 – Describe demographic characteristics of the population that relate to housing tenancy (owner and renter households).

Step 2 – Identify national, state and local demographic and economic trends and factors that may affect the demand for different housing types.

Step 3 – Forecast the amount of resident population and households expected over the next 20 years for Lane County and Florence. This HNA includes two population growth scenarios.

Step 4 – Determine the types of housing that are considered "attainable" or affordable based on household income.

Step 5 – Estimate the number of additional required housing units for permanent households and seasonal residents by structure type.

Step 6 – Determine the "base scenario" buildable land needs for housing types and land use designation, based on ranges in net density by structure type.

Step 7 – Consider an additional scenario which takes into account local policies that support increased development of workforce housing, and policies that cap the amount of housing that is used as short-term rentals.

According to ORS 197.307, "needed housing" refers to housing types that meet the need for housing within an urban growth boundary at particular price ranges and rent levels, and must include the following types:

- Attached and detached single family and multifamily housing for owners and renters.
- Government assisted housing.

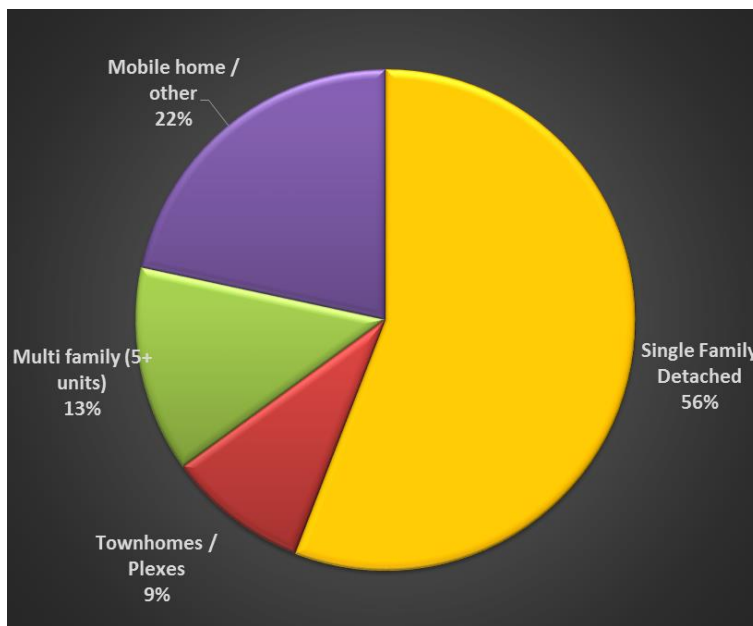
- Mobile home or manufactured homes (as part of dwelling parks).
- Manufactured homes on individual lots planned and zoned for single-family residential use that are in addition to lots within designated manufactured housing parks.
- Housing for farmworkers (note, farmworker housing is not considered applicable to this effort since there are no current farms or farmworker housing units that exist within the city).

Existing Housing Inventory and Tenancy

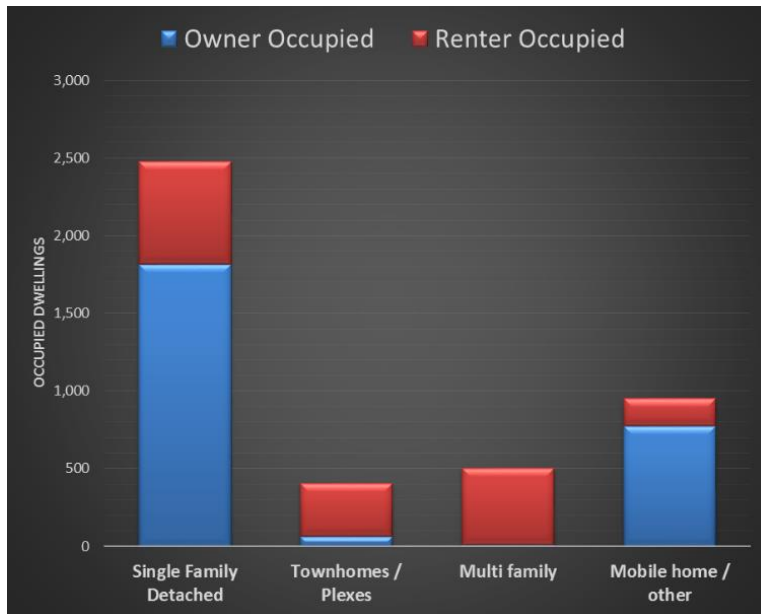
The current housing mix in Florence consists of primarily of single family detached homes, with 56% of the total housing stock. Multifamily housing accounts for 13% of the housing inventory.

Townhomes/plexes (includes duplex, tri-plex and quad-plex buildings) and mobile homes (includes manufactured housing parks) each account for 9% of the housing inventory. Among permanent residents, owner-occupied housing is concentrated in the single family detached and mobile home/manufactured home parks (see **Exhibit IV.1**).

Exhibit IV.1: Florence Existing Housing Mix and Tenancy



Source: U.S. Census, American Community Survey, 2015.



Source: U.S. Census, American Community Survey, 2015.

According to the American Community Survey (ACS), there were 5,266 housing units in Florence in 2015 (most recent data available). As indicated below in **Exhibit IV.2**, the housing inventory is predominantly registered as owner-occupied dwellings with a significant portion of renter-occupied dwellings, the remaining structures are second homes/short-term rentals.

Exhibit IV.2: Florence Existing Housing Characteristics

Housing Type	Owner-Occupied Dwelling Units	Renter-Occupied Dwelling Units	Second Homes & Short Term Rentals	Other Vacant Units	All Dwelling Units
Single Family Detached	1,817	658	365	164	3,004
Townhomes / Plexes	65	341	61	33	500
Multi family (5+ units)	9	491	182	78	760
Mfg. home / other	774	176	-	52	1,002
Total Units	2,665	1,666	608	327	5,266
Distribution	51%	32%	12%	6%	100%

Housing Type	Owner-Occupied Dwelling Units	Renter-Occupied Dwelling Units	Second Homes & Short Term Rentals	Other Vacant Units	All Dwelling Units
Single Family Detached	68%	39%	60%	50%	57%
Townhomes / Plexes	2%	20%	10%	10%	9%
Multi family (5+ units)	0%	29%	30%	24%	14%
Mfg. home / other	29%	11%	0%	16%	19%
Total	100%	100%	100%	100%	100%

Source: American Community Survey, 2011-2015; compiled by FCS GROUP.

IV.B. HOUSING NEEDS SCENARIOS

As mentioned previously, Lane County and Florence have both shown measurable increases in population and households over the past few decades. The share of Lane County population that resides within Florence has increased from 2.25% in 2000 to 2.37% in 2016. **Hence, over the past 16 years, approximately 3.3% of the net change in Lane County population occurred within Florence.**

As indicated in **Exhibit IV.3**, according to the long-term (baseline) growth forecast provided by the Portland State University Population Research Center, population in Florence is expected to increase by 2,068 permanent residents over the next 20 years. This level of baseline population growth is expected to generate housing needs within the Florence UGB, as discussed below.

Scenario A: Baseline Housing Forecast

The baseline housing forecast scenario takes into account trends in population and seasonal housing demand given recent housing capture rates for Florence. Scenario A assumes that Florence will continue to “capture” 3.8% of the County’s population growth by adding 2,068 residents over the next 20 years (equates to a 0.9% annual average growth rate for Florence UGB). The baseline scenario also assumes that ratio of people per household will continue its downward trend from 1.95 people per household in 2016 (est.) to 1.90 in 2036 (forecast), as “baby boomers” (residents born between 1946 - 1964) become empty nesters, retirees move into the area, and “millennials” (residents born between 1981 - 1997) delay starting families.

The resulting baseline housing forecast for Florence identifies the need for 1,218 net new dwellings for permanent residents over the next 20 years (**Exhibit IV.3**). If the City maintains the current level of seasonal housing (includes second homes and short term rentals) and vacant inventory at 18% of total inventory, there would be additional demand for approximately 263 housing units. The combination of housing for permanent residents and seasonal housing (includes second homes and short term rentals) is expected to require 1,481 dwellings over the next 20 years (**Exhibit IV.3**).

Exhibit IV.3: Florence Housing Needs Forecast, Baseline Scenario A

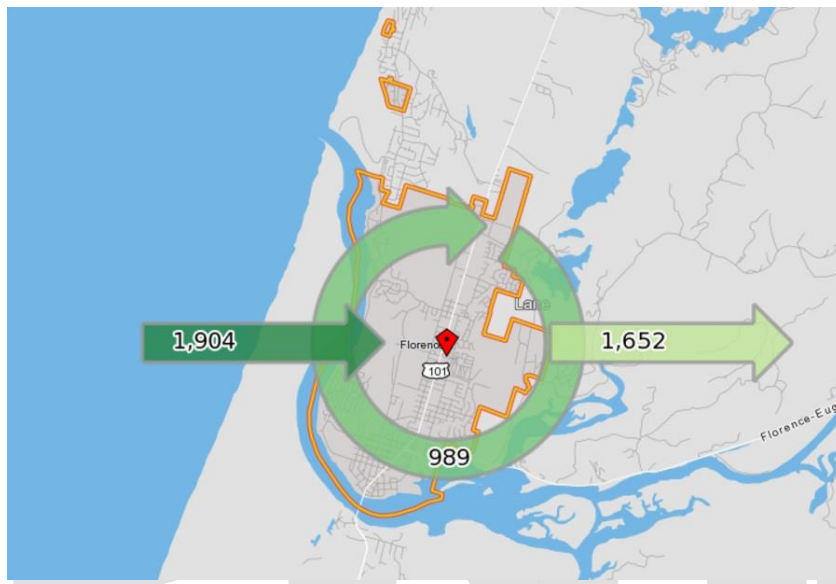
	Estimate 2015	Forecast 2035	Proj. Change 20 Years	Proj. AGR
Florence UGB Population	10,486	12,554	2,068	0.90%
Florence Housing Needs				
Group Quarters Population	98	118	19	
Population in Households	10,388	12,436	2,049	
Avg. Household Size	1.95	1.90		
Resident Housing Units	5,327	6,546	1,218	1.04%
Total Housing Units (baseline)	6,477	7,959	1,481	1.04%
Seasonal & Vacant Housing Units	1,150	1,413	263	1.04%
percent of housing stock	18%	18%	18%	

Source: Findings based on PSU Population Research Center data, Census data, and forecasts consistent with Florence UGB growth forecasts; FCS GROUP. AGR = annual average growth rate.

Scenario B: Baseline + Workforce Housing Forecast

Scenario B is intended to remedy some of the current workforce housing imbalance while addressing the baseline demand included with Scenario A. During stakeholder interviews, the current lack of existing “affordable” workforce housing was identified as an important issue that likely accounts for high levels of in-commuting by Florence workers that travel long distances from their homes to their place of work. As indicated in the following map, shown as **Exhibit IV.4**, the local “covered workforce” includes approximately 1,904 people that work in Florence and in-commute from outside the City a distance of 25 miles or greater.

Exhibit IV.4 Florence Worker Commute Pattern, 2014



Source: U.S. Census, On-the-Map database; FCS GROUP.

If some new workforce housing is provided in Florence, it is assumed that approximately 25% of these long distance in-commuters would relocate to Florence in the short term (1-3 years). This level of “pent up” workforce housing demand would be over and above the baseline forecast. In Scenario B, the total housing need consists of the baseline demand (1,481 units) plus the added workforce housing demand 143 units and 40+/- beds for group quarters population, or 1,664 total dwelling units.

Exhibit IV.5: Florence Housing Needs Forecast, Workforce Housing Scenario B

Florence Housing Needs Forecast: Workforce Housing Scenario				
	Estimate 2014	Estimate 2016	Forecast 2036	Proj. Change 2016-36
Existing Workforce In-commuters	1,093	1,113		
Avg. Household Size	1.95	1.95		
Housing Unit Demand	561	571		
UGB Capture Rate Assumption			25%	
Existing Pent Up Workforce Housing Demand		----->	143	143
Baseline Scenario: Resident Units for Perm. Population				1,218
Baseline Scenario: Seasonal & Short-term Units		1,162	1,413	263
Group Quarters Housing				40
Total Housing Units	6,477	1,162		1,664
* Represents workforce in-commuters that currently travel over 25 miles to work in Florence.				
Source: U.S. Census, On The Map, 2014. FCS GROUP.				

IV.C. RESIDENTIAL LAND NEEDS FORECAST

The next step in the housing needs analysis includes identification of the required housing unit types and requisite land needs. This is accomplished by applying the expected distribution of housing characteristics (shown in Exhibit IV.2) to each growth forecast discussed above; and including an average development density level for each dwelling unit type (based on permitting activity in the City over the past five years).

Scenario A: Baseline Housing Forecast

In baseline forecast Scenario A, Florence should plan for 1,481 additional dwelling units over the next 20 years. Housing distribution would likely resemble current characteristics with the need for: 750 owner-occupied dwellings, 469 renter-occupied dwellings and 263 short-term rental units (and second homes), as shown in **Exhibit IV.6**. The expected housing mix under this scenario would consist of approximately: 858 single family detached homes, 122 manufactured housing units, 248 townhomes/duplexes, and 254 multifamily housing units.

The amount of required land area required to accommodate Scenario A housing need is approximately 217 acres. Much of the new single family detached and manufactured housing demand would require vacant land. Townhomes and multifamily developments could be accommodated through a mix of infill, redevelopment and vacant residential and mixed-use sites.

Exhibit IV.6: Florence Baseline Housing Forecast Scenario A

Scenario A: Dwelling Unit Demand, Baseline Forecast				1,481		
	Owner-Occupied Dwelling Units	Renter-Occupied Dwelling Units	Second Homes & Short Term Rentals	Net New Dwelling Units	Average Density (DU per Net Buildable Acre)	Potential Land Need (Net Buildable Acres)*
Housing Tenure Distribution:	750	469	263	1,481	6.8	217.0
	51%	32%	18%	100%		
Housing Unit/Type						
Single Family Detached	562	164	132	858	6.0	164.4
Mfg. Housing (SFD)	75	47	0	122	9.0	15.6
Townhomes / Plexes (2-4 units)	75	94	79	248	12.0	23.7
Multifamily (5+ units)	37	164	53	254	22.0	13.3
Total	750	469	263	1,481	6.8	217.0

* assumes 15% of land area added for public roads and infrastructure.

Scenario B: Baseline + Workforce Housing Forecast

Under housing forecast Scenario B, Florence should plan to add 1,664 dwelling units over the next 20 years. In comparison with Scenario A, the future housing mix would be more oriented towards long-term rental housing and a bit less towards short-term rentals. The total housing need is expected to consist of: 764 owner-occupied dwellings, 633 renter-occupied dwellings and 263 short-term rental units. The expected housing mix under this scenario would consist of: 858 single family detached homes, 145 manufactured housing units, 265 townhomes/duplexes, and 357 manufactured housing units and 40 special housing needs “beds.” The amount of required land area to accommodate this level of housing development is expected to be approximately 230.5 acres (Exhibit IV.7).

Exhibit IV.7: Florence Housing Forecast Scenario B

Scenario B: Workforce Housing Policy Scenario				1,664		
	Owner-Occupied Dwelling Units	Renter-Occupied Dwelling Units	Second Homes & Short Term Rentals	Net New Dwelling Units	Average Density (DU per Net Buildable Acre)	Potential Land Need (Net Buildable Acres)*
Housing Tenure Distribution:	768	633	263	1,664	7.2	230.5
	46%	38%	16%	100%		
Housing Unit						
Single Family Detached	562	164	132	858	6.0	164.4
Mfg. Housing (SFD)	88	63	0	151	9.0	19.3
Townhomes / Plexes (2-4 units per structure)	80	110	79	270	12.0	25.8
Multifamily (5+ units per structure)	37	256	53	346	22.0	18.1
Special Needs Housing		40		40	16.0	2.9
Total	768	633	263	1,664	7.2	230.5

* assumes 15% of land area added for public roads and infrastructure.

IV.D. HOUSING ATTAINABILITY ISSUES

Current housing prices, as measured by average home sales prices and rent levels, have been increasing in recent years as the vacant inventory tightens. Local home prices are also driven up to some extent by an influx of buyers from outside the local market area.

To help gauge housing attainability in Florence, FCS GROUP examined current median family income (MFI) levels and U.S. Housing and Urban Development (HUD) guidelines. As indicated in **Exhibit IV.8**, the current (2017) median family income (MFI) for Florence is \$46,114. Using HUD guidelines for upper middle households earning 80% of the MFI, a 4-person family would be able to afford monthly rents at \$922 or lower and homes priced at less than \$197,000. These price levels should be considered “attainable” to households earning 80% of the local MFI.

Exhibit IV.8: Florence and Lane County Housing Attainability Guidelines

Florence Median Family Income Level (2015)*		\$46,114
Market Segment by Income Level		
	Lower-end	Upper-End
High (120% or more of MFI)		120%
Upper Middle (80% to 120% of MFI)	80%	120%
Lower Middle (50% to 80% of MFI)	50%	80%
Low (30% to 50%)	30%	50%
Very Low (less than 30% of MFI)	30%	
Qualifying Income Level		
	Lower-end	Upper-End
High (120% or more of MFI)	\$55,337	or more
Upper Middle (80% to 120% of MFI)	\$36,891	\$55,337
Lower Middle (50% to 80% of MFI)	\$23,057	\$36,891
Low (30% to 50%)	\$13,834	\$23,057
Very Low (less than 30% of MFI)	\$13,834	or less
Available Monthly Rent or Payment (@30% of income level)		
	Lower-end	Upper-End
High (120% or more of MFI)	\$1,383	or more
Upper Middle (80% to 120% of MFI)	\$922	\$1,383
Lower Middle (50% to 80% of MFI)	\$576	\$922
Low (30% to 50%)	\$346	\$576
Very Low (less than 30% of MFI)	\$346	or less
Approximate Attainable Home Price**		
	Lower-end	Upper-End
High (120% or more of MFI)	\$296,000	or more
Upper Middle (80% to 120% of MFI)	\$197,000	\$296,000
Lower Middle (50% to 80% of MFI)	\$123,000	\$197,000
Low (30% to 50%)	\$74,000	\$123,000
Very Low (less than 30% of MFI)	\$74,000	or less

Notes:

* based on American Community Survey data for City, 2011-15.

** assumes 3% down payment on 30-year fixed mortgage at 4.0% interest.

Source: analysis by FCS Group using Housing and Urban Development guidelines, and US Census data.

FCS GROUP also reviewed recent home sales and asking prices of homes in Florence. Average annual homes sales by asking price are reported in **Exhibit IV.9**. The results indicate that there have been 35 sales per month over the last two calendar years. At the current pace of home sales, the existing inventory of 29 listings priced below \$199,000 will likely be depleted in a few months.

A tight housing supply in Florence is also evidenced by very low vacancy rates for apartments (under 5%), relatively high apartment rents, and long waiting lists, especially for apartments with two+ bedrooms. Rents for apartments typically start at \$900 per month for one bedrooms and exceed \$1,000 per month for two bedroom units. Interviews with local apartment property managers have indicated that well-appointed apartment developments experience a wait list of 6 months or longer.

Exhibit IV.9: Florence Housing Inventory, Absorption and Attainability

Sales Price Level	Recent Sales (past 2 years)	Avg. Sales Per Month (past 2 years)	Current Listings	Remaining Inventory (months)
Less than \$100,000	178	7.4	11	1.5
\$100,000 to \$149,999	130	5.4	13	2.4
\$150,000 to \$199,999	197	8.2	5	0.6
\$200,000 to \$249,999	167	7.0	15	2.2
\$250,000 to \$299,999	91	3.8	12	3.2
\$300,000 to \$349,999	40	1.7	15	9.0
\$350,000 to \$399,999	22	0.9	5	5.5
\$400,000 to \$499,999	17	0.7	5	7.1
\$500,000 or more	9	0.4	12	32.0
Total	851	35	93	

Source: Zillow.com; analysis by FCS 9/13/17.

IV.E. FINANCIAL FEASIBILITY ANALYSIS

As part of this HNA update, FCS GROUP evaluated the feasibility of developing various types of housing given market rates and construction costs. The results depicted in **Appendix F**, indicate that most development types are feasible at land values under \$8.60 per SF of land area for single family, \$10 per SF for townhomes if they are “shovel ready” sites and developed privately.

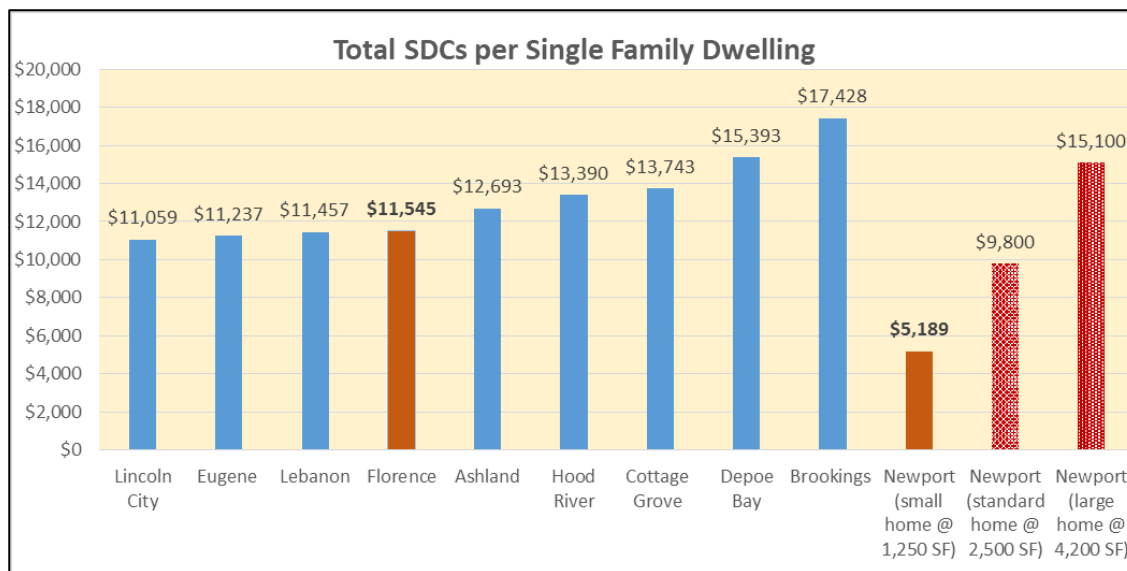
Currently, apartment and mixed-use developments are not considered to be financially feasible in Florence unless they are developed by a non-profit developer or unless there is some level of public funding or assistance is made available. Please refer to **Appendix F** for a list of public policies used by cities across the U.S. to encourage development of apartments and affordable housing.

In coastal and rural communities located outside major metropolitan areas, the cost of new construction (building soft costs and hard costs) is usually higher than in urban locations. While land costs may be lower and building material costs are slightly higher, labor costs may run 7% to 15% higher. Higher labor costs may be attributed to longer travel times, greater mobilization costs and

higher transportation costs. In some instances, developers in rural areas may also be required to provide temporary housing assistance for their workers.

The cost of development permitting is a “soft cost” that also ranges measurably by location, and impacts a project’s feasibility. The cost of impact fees (System Development Charges or SDCs in Oregon) typically vary from 2% to 10% of a project’s development costs (excluding land). Current SDCs in Florence for a single family home are \$11,545, which is considered to be about average for small cities in Oregon (see **Exhibit IV.10**).

Exhibit IV.10: Florence Housing Inventory, Absorption and Attainability



Florence may consider varying SDCs by home size, as a way to lower the cost of delivering more affordable housing. Newport recently changed their SDC methodology from a single fee per single family home (similar to Florence’s current SDC method) to a variable SDC that takes into account home size. SDCs in Newport have been reduced by about \$5,800 per dwelling unit for smaller homes and by about \$1,100 for standard size homes. For affordable apartment dwellings, SDCs in Newport may be eliminated and a local construction excise tax (CET) has been adopted to effectively reduce the cost of delivering apartment units by \$5,300 per apartment unit.

IV.F. SPECIAL NEEDS HOUSING

Housing options for special needs, including homeless individuals, families and youth experiencing homelessness can be provided by nonprofit agencies, government entities, and faith-based organizations. Homeless service centers, such as Siuslaw Outreach Services, currently provide 10-year round beds (Hope House DV Shelter) and 9 seasonal beds for the local population in Florence. In keeping with the population growth forecast described in this section, it is recommended that Florence adopt a policy target of accommodating an additional 20-30 year-round beds and 10-20 seasonal beds for special needs population over the next 20 years. This level of “group quarters”

housing is over and above the housing need described above and should be accommodated by the City, preferably in locations within 1,500 feet of available transit service.

This effort will likely require the City to work with various non-profits, County and State government entities and faith-based organizations to identify appropriate sites/locations for various forms of housing, such as:

- Emergency Shelters
- Transitional Micro-Housing
- Permanent Housing
- Community Service Centers for Youth and Singles

Please contact the Human Services Division for Lane County for additional information and volunteer opportunities at <https://www.lanecounty.org>.

DRAFT

Section V. BUILDABLE LAND INVENTORY

In accordance with OAR 660-024 and OAR 660-038, the existing supply of buildable land within Florence city limits and urban growth boundary (UGB) was inventoried and evaluated. Using the buildable land inventory (BLI) methodology consistent with OAR 660024 and OAR 660-038, the Florence HNA and EOA includes a recent buildable land inventory completed by the consultant team using Geographic Information Systems (GIS) data that is consistent with the City of Florence and Lane County's vacant land assumption.

V.A. METHODOLOGY

Florence's BLI is comprised of existing vacant and partially vacant (sub-dividable) tax lots as well as City-owned land that might be available for future development.

All tax lots within the Florence UGB have been classified into the following categories:

- **Unbuildable** – Land considered unbuildable per Lane County's GIS parcel database. Plus land that is either constrained by: (1) more than 90%, is deemed unbuildable by existing use (right of way, common land for home owner association, etc.); or (2) zoning disallows for future development (e.g., Parks, Open Space, Marine Water, Title 10 Wetlands, Agricultural Conservation, and Timber Conservation zones).
- **Public** – Lands in public or semi-public ownership. Public lands where identified by Lane County's parcel GIS "exempt" description. There are two subcategories:
 - **Public** – Land in public ownership that is considered unavailable for future development such as land owned by the City, State, Tribes, etc.
 - **Semi-Public available** – Land identified as in non-profit ownership, such as churches, Veterans, etc.
- **Vacant** – tax lots that are considered vacant per Lane County's 2017 GIS database.
- **Partially Vacant** – Tax lots that contain enough land to be subdivided without need of rezoning. There are four sub categories:
 - **Partially Vacant Residential** – Residential tax lots that have at least one-half acre of buildable land. For already developed tax lots, this amount was determined by subtracting one-quarter acre was subtracted from the buildable land to account for the existing dwelling. An aerial photography scan deemed existing multi-family parcels to be not well suited for subdividing and therefore not designated as partially vacant.
 - **Partially Vacant Employment** – Parcels with commercial or industrial zoning that have at least two acres of buildable/unconstrained land. Aerial photography helped in determining the amount of buildable land.
 - **Partial Vacant Public** – Parcels owned by public hand that have at least two acres of buildable/unconstrained land. Aerial photography helped in determining the amount of buildable land.

- **Partial Vacant Semi-Public** – Other parcels classified by the Lane County GIS database as “exempt” and owned by the public with at least two acres of buildable/unconstrained land. Aerial photography helped in determining the amount of buildable land.
- **Developed** – Tax lots in private ownership that are occupied by an existing building and cannot be subdivided under current zoning or redeveloped.
- **Redevelopable** – Developed tax lots with an improvement value that is lower than the land value with at least 10,000 square feet of unconstrained land.

Using Oregon’s BLI analysis guidelines, all significant environmental constraints are deducted from gross vacant land area to estimate buildable land area. These constraints include: open water (such as the Siuslaw River), wetlands, riparian buffers, floodways, slopes of more than 25 percent, as well as the 100-year floodplain.

It should be noted that there is some level of existing development along the Siuslaw River, and much of this area lies within the 100-year floodplain. Construction can occur within floodplains, and this analysis assumes that 50% of the floodplains are included in the BLI. If parcels within the floodplain have additional constraints (such as slopes, wetlands, etc.) it is assumed that that parcel is fully constrained and not counted as part of the BLI.

All GIS data used in this BLI analysis were provided by the City of Florence staff using Lane County GIS data, except for the steep slopes. Steep slopes were derived from 10-meter USGS Digital Elevation Model (DEMs). Light Detection and Ranging (LIDAR) data were also provided by the City but was found to have too much detail for a UGB-wide parcel-level analysis.

V.B. OVERALL CITY LAND INVENTORY FINDINGS

Key findings from the BLI for the City of Florence municipal boundary are summarized in **Exhibit V.1** and detailed in **Appendix G**. Key findings include:

- The City of Florence has 21 “base zones” and 14 “mixed use zones” within its current local development ordinance.
- There are an estimated 1,733.4 acres within the existing City municipal boundary spread out among 5,844 tax lots (parcels).
- Approx. 43% of the land area (748.8 ac.) within the City is already “developed” and 16% (273.8 acres) is considered to be unbuildable due to constraints.
- Vacant buildable land area consists of 472 acres, including: 370 acres of private land, 88 acres of public land and 14 acres of land owned by semi-public/non-profit owners.
- Part-Vacant (sub-dividable) buildable land area includes 26 parcels with 88 acres, including: 14.5 acres of private land, 54 acres of public land and 20 acres of land owned by semi-public/non-profit owners.
- Redevelopment opportunities were identified for 222 parcels comprising a total of 150 acres of land area.

General land use categories have been assigned to each detailed zone classification (using assumptions shown in **Appendix I** to arrive at an overall estimate of existing buildable land within the City of Florence.

A distribution of the existing BLI by parcel size provided in **Appendix G** along with maps illustrating buildable vacant land and potential redevelopment areas.

Exhibit V.1: City of Florence Land Inventory

BLI Category	Acres	Dist.
Total	1,733.4	100%
Developed	748.8	43%
Constrained/Unbuildable	273.8	16%
Buildable Vacant Lands:		
Vacant, Private	370.2	21%
Vacant, Public	101.8	6%
Part Vacant, Private	14.5	1%
Part Vacant, Public	74.0	4%
Redevelopable*	150.3	9%

Source: GIS analysis by Fregonese Associates; analysis by FCS GROUP.

* Tax lots with land value greater than improvement value.

V.C. ADDITIONAL UGB LAND INVENTORY

In addition to land within the City of Florence, there is vacant and redevelopable land outside the city but inside the current Urban Growth Boundary (UGB). The resulting findings are summarized in **Exhibit V.2**.

There are approximately 849.4 acres outside the City but inside the current UGB. After subtracting “developed” lands (236 acres) and “constrained” lands (125.5 acres), the remaining “vacant and buildable” land area consists of an estimated 487.9 acres.

Exhibit V.2: Florence UGB Outside City Land Inventory

BLI Category	Acres	Dist.
Total	849.4	100%
Developed	236.0	28%
Constrained/Unbuildable	125.5	15%
Buildable Vacant Lands:		
Vacant, Private	261.0	31%
Vacant, Public	14.0	2%
Part Vacant, Private	135.5	16%
Part Vacant, Public	0.0	0%
Redevelopable*	77.4	9%

Source: GIS analysis by Fregonese Associates; analysis by FCS GROUP.

* Tax lots with land value greater than improvement value.

In discussions with City of Florence, planning and public works staff, it is assumed that all of the land identified within the City and UGB can be served by adequate public facilities (roads, sewer, water, etc.) within 1-3 years. Please refer to **Appendix H** for additional detail regarding land outside the city but inside the UGB.

Section VI. RECONCILIATION OF LAND NEEDS

VI.A. EMPLOYMENT LAND NEEDS

In accordance with OAR 660-009-0025, an analysis of 20-year land needs for employment growth in the Florence UGB is required along with attention to unique site needs based on the identified employment types.

After accounting for the level of expected growth and redevelopment activity, the amount of vacant land demand in the Florence UGB for employment uses over the next 20-years is expected to range from 39.3 acres (Scenario A) to 54.9 acres (Scenario B). The analysis provided below generally indicates that all of the job growth and employment land need projected over the next 20 years can occur within the existing Florence City limits.

The overall employment land need forecast for Florence assumes a high level of redevelopment activity for strategic locations within the City, including downtown, and the US 101 Corridor. Much of the redevelopment is expected to occur on smaller lots with a mix of commercial retail, office and upper level residential uses (particularly in mixed use zones in Old Town. Overall redevelopment activity within the Florence UGB is expected to range from 46,000 to 53,000 square feet of infill/redevelopment (building floor area), which is over and above the vacant land needs shown in **Exhibit VI.1.**

Exhibit VI.1

Florence UGB Vacant Land Needs for Employment 20-year Forecast (buildable acres)

General Development Type	Scenario A (Base Case)	Scenario B (Strategic Growth)	Recommended Site Requirements for Scenario B	Applicable Zones*
Industrial	8.4	19.3	Mix of small, medium and large sites; full infrastructure services.	CITY (C, HD, MSA, MSB, NCD, OTB, OTC, OTDA)
Retail/Food/Lodging	12.8	17.4	Good visibility, infill sites, plus 1 neighborhood center with medium size grocery store, plus at least 2 hotel sites	CITY (C, H, MSA, MSB, NCD, OTB, OTC, OTDA, POI)
Office/Education/Other Government	18.1	18.1	Infill sites plus incubator facility (1 acres sites)	CITY (AD, I, IP, LI, SID, M, WF/M)
Total Acres	39.3	54.9		

Source: derived from Exhibit IV.2. * Refer to land use code definitions provided in Appendix I.

November 2017

The actual amount and timing of new development will vary from year to year. The range in development forecasts reflects several issues:

- Uncertainty regarding the ability to attract major industrial employers.
- The City's potential to stimulate redevelopment at targeted locations.

Industrial Land Requirements

As indicated in **Exhibit VI.2**, Scenario B would require approximately 19.3 buildable acres of vacant land for industrial uses over the next 20 years. This amount of demand should be "easily" accommodated within the current vacant buildable industrial land supply (162.9 acres) inside the Florence city limits.

A preliminary expected forecast of demand by parcel size is also provided below. The findings indicate that the industrial land will primarily consist of small businesses requiring less than 5 acres, which can be accommodated by the existing land supply. The city should also plan on demand for 2 medium size businesses requiring about 5 acres each and 1 large business requiring 10+ acres. Hence, the City should support subdivision of larger sites into 5 to 10 acre parcels. It should also be noted that in addition to this level of land absorption, it is expected that Florence should also plan for at least 14,000 SF of redevelopment to accommodate industrial job growth.

Exhibit VI.2 Florence 20-Year Industrial Land Requirements

Industrial Vacant Land Demand and Supply					
Overall Land Demand/Supply	Scenario A	Scenario B	Notes		
Land Demand (acres)	8.4	19.3	Land Supply is sufficient to accommodate Scenario B.		
Land Supply (acres)*	162.9	162.9			
Private acres	33.4	33.4			
Public acres	128.6	128.6			
Semi-Public acres	0.9	0.9			
Net UGB Land Surplus or (Deficit)	154.5	143.6			
Vacant Tax Lot Inventory by ownership*	1 acre or less	1 to 5 ac.	5 to 10 ac.	10+ acres	Total Tax Lots
Private	93	7	0	0	100
Public	22	18	0	3	43
Semi-Public	3	0	0	0	3
Total	118	25	0	3	146
Scenario B: Parcel Demand Forecast	Existing Supply (tax lots)*	Forecast of Expected Parcel Demand	Parcel Surplus or (Deficit)	Notes**	
Development Site/Parcel Size					
Less Than 1 acre	118	12	106	surplus supply	
1 to 5 acres	25	4	21	surplus supply	
5 to 10 acres	0	2	(2)	UGB need for 5 acre site(s)	
10+ acres	3	1	2	Supports subdivision of 10+ ac. sites	
Total Parcels or Tax Lots	146	19	127		

Source: * supply reflects unconstrained vacant and part-vacant BLI findings included in Appendix G.

Industrial supply reflects zone classification assumptions shown in Appendix I.

** City may consider allowing certain commercial activities on industrial lands.

November 2017

Office Land Requirements

As indicated in **Exhibit VI.3**, Scenario B would require approximately 18.1 buildable acres of vacant land for office/service uses over the next 20 years. This amount of demand should be accommodated within the current vacant buildable office land supply (36.6 acres) inside the Florence city limits.

A preliminary expected forecast of demand by parcel size is also provided below. The findings indicate that most office land will primarily consist of small businesses requiring less than 1 acres in small commercial buildings. **The city should also plan on demand for at least one new business center requiring 5+ acres. This business center could include a mix of office, health service, education and workforce housing. In addition to this level of land absorption, it is expected that Florence should also plan for infill and redevelopment as well creation of a business incubator facility to accommodate job growth.**

Exhibit VI.3 Florence 20-Year Office/Service Land Requirements

Office/Service Land Demand and Supply					
Overall Land Demand/Supply	Scenario A	Scenario B	Notes		
Land Demand (acres)	18.1	18.1	Land Supply is sufficient to accommodate Scenario B.		
Land Supply (acres)*	36.6	36.6			
Private acres	24.8	24.8			
Public acres	3.9	3.9			
Semi-Public acres	7.9	7.9			
Net UGB Land Surplus or (Deficit)	18.4	18.4			
Vacant Tax Lot Inventory by ownership*	1 acre or less	1 to 5 ac.	5 to 10 ac.	10+ acres	Total Tax Lots
Private	74	5	1	0	80
Public	4	2	0	0	6
Semi-Public	22	2	0	0	24
Total	100	9	1	0	110
Scenario B: Parcel Demand Forecast	Existing Supply (tax lots)*	Expected Parcel Demand	Parcel Surplus or (Deficit)	Notes**	
Development Site/Parcel Size					
Less Than 1 acre	100	10	90	suplus supply	
1 to 5 acres	9	6	3	suplus supply	
5 to 10 acres	1	1	0	balanced supply	
10+ acres	0	0	0	balanced supply	
Total Parcels or Tax Lots	110	17	93		

Source: * supply reflects vacant and part-vacant BLI findings included in Appendix G.

Office supply reflects zone classification assumptions shown in Appendix I.

** City may consider allowing certain commercial activities on industrial lands.

Retail/Commercial Land Requirements

As indicated in **Exhibit VI.4**, Scenario B would require approximately 17.4 buildable acres of vacant land for retail, food service and lodging uses over the next 20 years. This amount of demand should

November 2017

be accommodated within the current vacant buildable office land supply (58.3 acres) inside the Florence city limits.

A preliminary expected forecast of demand by parcel size is also provided below. The findings indicate that the most retail/commercial land will primarily consist of small businesses requiring less than 1 acre or as tenants in commercial shopping buildings. **At least 2-3 hotel sites will also be needed requiring 1-2 acre sites. The city should also plan on demand for at least one new neighborhood commercial center (with grocery store anchor) requiring 5+ acre sites.** In addition to this level of land absorption, it is expected that Florence should also plan for measurable amounts of infill and redevelopment to accommodate job growth.

Exhibit VI.4 Florence 20-Year Retail/Commercial Land Requirements

Retail/Commercial Vacant Land Demand and Supply					
Overall Land Demand/Supply	Scenario A	Scenario B	Notes		
Land Demand (acres)	12.8	17.4	Land Supply is sufficient to accommodate Scenario B.		
Land Supply (acres)*	58.3	58.3			
Private acres	53.5	53.5			
Public acres	4.0	4.0			
Semi-Public acres	0.8	0.8			
Net UGB Land Surplus or (Deficit)	45.5	40.9			
Vacant Tax Lot Inventory by ownership*	1 acre or less	1 to 5 ac.	5 to 10 ac.	10+ acres	Total Tax Lots
Private	76	7	1	1	85
Public	18	0	0	0	18
Semi-Public	6	0	0	0	6
Total	100	7	1	1	109
Scenario B: Parcel Demand Forecast	Existing Supply (tax lots)*	Expected Parcel Demand	Parcel Surplus or (Deficit)	Notes	
Development Site/Parcel Size					
Less Than 1 acre	100	14	86	suplus supply	
1 to 5 acres	7	2	5	suplus supply	
5 to 10 acres	1	1	0	balanced supply	
10+ acres	1	1	0	balanced supply	
Total Parcels or Tax Lots	109	18	91		

Source: * supply reflects vacant and part-vacant BLI findings included in Appendix G.

Commercial supply reflects zone classification assumptions shown in Appendix I.

** City may consider allowing certain commercial activities on industrial lands.

VI.B. HOUSING LAND NEEDS

The approach used to determine Florence UGB land needs is consistent with the DLCDC Goal 10 administrative rule, the supporting statutes (including ORS 197.296), as well as guidance provided per the DLCDC guidebook titled: *Planning for Residential Growth (1997)*. While ORS 197.296 specifically applies to cities with 25,000 or more population, this statute is generally followed to

determine housing needs for Florence (2016 pop. 8,680). This analysis also incorporates forecasts of future population growth in Florence based on data from Portland State University’s Population Research Center, and the resulting housing demand findings as summarized in Section V.

As indicated in **Exhibit VI.5**, the amount of vacant land required for housing is projected to range from 217 acres (Scenario A) to 230.5 acres (Scenario B).

This analysis indicates that virtually all of the growth in low density housing (single family detached, townhomes, duplexes, manufactured housing) can be accommodated within the existing City limits, and there is potential demand for subdivision activity in adjacent lands within the UGB but outside the current City limits. The projected housing demand and land needs for apartments and other medium-density workforce housing and condominium developments can be accommodated within the existing City limits.

Exhibit VI.5: Florence UGB Vacant Land Needs for Housing

20-year Forecast (buildable acres)

General Development Type	Scenario A (Base Case)	Scenario B (Strategic Growth)	Recommended Site Requirements for Scenario B	Most Applicable Zones*
Single Family Detached	164.4	164.4	ADU sites; plus subdivisions on 5+ acre parcels	CITY (CV, RR, RS) COUNTY (RA, RR, RR1, RR5)
Mfg. Housing (SFD)	15.6	19.3	Subdivisions on 5-10+ acre sites	CITY (MH) COUNTY (RA.MH)
Townhomes / Plexes (2-4 units per structure)	23.7	25.8	Small sites less than 1 acre, and workforce housing as part of PUD subdivisions	CITY (CV, RR, RS) COUNTY (RA, RR, RR1, RR5)
Multifamily and Special Needs (5+ units per structure)	13.3	20.9	Mostly 1 to 5 acre sites, assisted living facilities, and mixed use (e.g., housing w/commercial), plus housing for special needs	CITY (RM, OTB, OTC, OTDA)
Total Acres	217.0	230.5		

Source: derived from Exhibit IV.2. * Refer to land use code definitions provided in Appendix I.

VI.B.1.a Single Family Detached and Attached Housing

Low-density housing would primarily consist of single family detached and attached (townhome) units and duplexes. While manufactured housing and mobile homes could also be included in this category they are analyzed separately below.

As indicated in **Exhibit VI.6**, Scenario B would require approximately 164.4 buildable acres for single family detached housing and 19.3 acres for manufactured housing over the next 20 years. This amount of demand should be accommodated within the current vacant low-density residential land supply, which includes 222 acres inside the City limits and an additional 227 acres outside the City but inside the Florence UGB.

A preliminary forecast of demand by parcel size is also provided below. The findings indicate that most low-density housing needs can be accommodated through small less than 1-acre infill sites. **It is anticipated that there will be several medium size subdivisions (1 to 10 acres each) and up to**

5 major subdivisions (PUDs) with over 10 acres each. The larger PUDs may also include a mix of detached units, townhomes and duplex unit along with supporting commercial retail/services.

Exhibit VI.6 Florence UGB 20-Year Housing Land Requirements

Residential: Low Density Land Demand and Supply

Overall Land Demand/Supply	Scenario A	Scenario B	Notes		
Land Demand (acres)	188.2	205.3	Land Supply is sufficient to accommodate Scenario B.		
Land Supply (acres)*	449.8	449.8			
<i>Inside City Limits</i>	222.4	222.4			
<i>In UGB Outside City</i>	227.3	227.3			
Net UGB Land Surplus or (Deficit)	261.6	244.5			
Vacant Tax Lot Inventory by ownership*	1 acre or less	1 to 5 ac.	5 to 10 ac.	10+ acres	Total Tax Lots
<i>Private</i>	449	42	9	12	512
<i>Public</i>	276	13	3	8	300
<i>Semi-Public</i>	5	0	1	0	6
Total	730	55	13	20	818
Scenario B: Parcel Demand Forecast	Existing Supply (tax lots)*	Expected Parcel Demand	Parcel Surplus or (Deficit)	Notes**	
Less Than 1 acre	730	80	650	suplus supply	
1 to 5 acres	55	18	37	suplus supply	
5 to 10 acres	13	7	6	suplus supply	
10+ acres	20	5	15	suplus supply	
Total Parcels or Tax Lots	818	110	708		

Source: * reflects vacant and part-vacant BLI findings included in UGB (Appendix G & H).

Residential supply reflects zone classification assumptions shown in Appendix I.

VI.B.1.b Manufactured Housing and Tiny Home Communities

Low-density housing would also include manufactured housing developments. While a certain portion of this demand could occur within the single family detached land demand mentioned above, it is expected that there will be additional demand beyond that level for approximately 16 to 17 acres of planned manufactured housing developments.

As indicated in **Exhibit VI.8**, Scenario B would require approximately 17.4 buildable acres over the next 20 years. This amount of demand would be in addition to any units included as part of the single family development demand mentioned previously, and should be accommodated within the vacant land zoned for this type of use, which includes 46 acres inside the City limits and an additional 175 acres of buildable land outside the City but inside the Florence UGB.

A preliminary forecast of demand by parcel size is also provided below. The findings indicate that most manufactured housing demand can be accommodated through medium to large sites (5 to 10+

November 2017

acres). It is anticipated that there will be several minor partitions (less than 1 acre each) to make way for tiny homes or other pre-fabricated housing types. **Medium size PUDs (3 to 5 acres) could include multiple pre-fabricated cottages or tiny homes clustered around a common shared open space.**

Exhibit VI.7 Florence UGB 20-Year Housing Land Requirements

Residential: Manufactured Housing Land Demand and Supply					
Overall Land Demand/Supply	Scenario A	Scenario B	Notes		
Land Demand (acres)	15.6	17.4	Land Supply is sufficient to accommodate Scenario B.		
Land Supply (acres)*	220.9	220.9			
<i>Inside City Limits</i>	46.0	46.0			
<i>In UGB Outside City</i>	174.9	174.9			
Net UGB Land Surplus or (Deficit)	205.3	203.5			
Vacant Tax Lot Inventory by ownership*	1 acre or less	1 to 5 ac.	5 to 10 ac.	10+ acres	Total Tax Lots
<i>Private</i>	270	60	7	3	340
<i>Public</i>	0	0	0	0	0
<i>Semi-Public</i>	0	0	0	0	0
Total	270	60	7	3	340
Scenario B: Parcel Demand Forecast	Existing Supply (tax lots)*	Expected Parcel Demand	Parcel Surplus or (Deficit)	Notes**	
Development Site/Parcel Size					
Less Than 1 acre	270	10	260	suplus supply	
1 to 5 acres	60	4	56	suplus supply	
5 to 10 acres	7	2	5	suplus supply	
10+ acres	3	2	1	balanced supply	
Total Parcels or Tax Lots	340	18	322		

Source: * supply reflects vacant and part-vacant BLI findings included in Appendix G & H.
Residential supply reflects zone classification assumptions shown in Appendix I.

VI.B.1.c Medium Density Housing

Medium-density housing includes apartments, assisted living, workforce housing and special needs housing. As indicated in **Exhibit VI.9**, Scenario B would require approximately 14.8 buildable acres to accommodate approximately 300 units over the next 20 years. This amount of demand would can be accommodated within the vacant land zoned for this type of use, which includes nearly 34 acres inside the City limits.

A preliminary forecast of demand by parcel size is also provided below. The findings indicate that there are only 3 existing vacant buildable parcels inside the City zoned for medium-density housing. Hence, **the City should encourage future PUDs (in low-density locations) and mixed-use developments to include workforce housing elements. The City should also support future annexations that include workforce housing development.**

November 2017

Exhibit VI.8 Florence UGB 20-Year Land Requirements**Residential: Medium Density/Workforce Housing Land Demand and Supply**

Overall Land Demand/Supply	Scenario A	Scenario B	Notes		
Land Demand (acres)	13.3	14.8	Land Supply is sufficient to accommodate Scenario B.		
Land Supply (acres)*	33.9	33.9			
Private acres	14.5	14.5			
Public acres	2.0	2.0			
Semi-Public acres	17.3	17.3			
Net UGB Land Surplus or (Deficit)	20.6	19.1			
Vacant Tax Lot Inventory by ownership*	1 acre or less	1 to 5 ac.	5 to 10 ac.	10+ acres	Total Tax Lots
Private	135	0	0	0	135
Public	7	1	0	0	8
Semi-Public	9	1	0	1	11
Total	151	2	0	1	154
Scenario B: Parcel Demand Forecast	Existing Supply (tax lots)*	Expected Parcel Demand	Parcel Surplus or (Deficit)	Notes**	
Development Site/Parcel Size					
Less Than 1 acre	151	10	141	suplus supply	
1 to 5 acres	2	4	(2)	demand in Mixed Use zones likely	
5 to 10 acres	0	1	(1)	demand in PUDs likely	
10+ acres	1	1	0	balanced supply	
Total Parcels or Tax Lots	154	16	138		

Source: * supply reflects vacant and part-vacant BLI findings included in Appendix G.

Residential supply reflects zone classification assumptions shown in Appendix I.

Section VII. COMMUNITY PREFERENCES

As part of the BLI, HNA and EOA update, the City of Florence conducted significant community and business outreach in 2017. To learn more about community ideas for housing and economic development, the City administered a questionnaire. The questionnaire was available online and in hard copy from August 7 to September 15, 2017. 661 people completed the questionnaire, including nearly 40 surveys that were completed in Spanish. The following summary of the survey results will be utilized by the study committee to ascertain City policies for shaping future housing and economic development opportunities. Please refer to **Appendix F** for a detailed summary of survey input.

VII.A. HOUSING PREFERENCES

The following narrative describes top preferences listed by survey respondents for each survey question.

Q1. How should the City prioritize housing-related funding?

- #1: Ensure affordable and sufficient housing options in the future
- #2: Preserve and rehabilitate the existing housing stock
- #3: Other ideas, such as providing more affordable housing and addressing homeless needs
- #4: Enhancing the character of existing neighborhoods
- #5: Updating regulations that govern neighborhood design and development

Q2. On what types of housing opportunities should the City focus its resources?

- #1: Long-term rentals (monthly/annual rental units)
- #2: Affordable workforce housing (e.g., accessory dwelling units)
- #3: Subsidized housing

Q3. What housing types does Florence need most?

- #1: Single family detached
- #2: Cottage housing (small units clustered around a common green)
- #3: Apartments and Condominiums (in buildings with 3 or more floors)
- #4: Attached single family (townhomes)
- #5: Duplex and triplex units

Q4. Should residential neighborhoods include opportunities for short-term (less than 30 days) rentals?

- NO: 70% of respondents
- YES: 30% of respondents

Q5. Florence needs units with how many bedrooms?

- 3 bedrooms: 76% of respondents
- 2 bedrooms: 72% of respondents
- 1 bedroom: 44% of respondents

Q6. What do you consider to be an affordable purchase price for a home?

- 5 bedrooms: \$250,000 to \$300,000 received most votes
- 4 bedrooms: \$200,000 to \$250,000 received most votes
- 3 bedrooms: \$150,000 to \$200,000 received most votes
- 2 bedrooms: \$100,000 to \$150,000 received most votes
- 1 bedroom: less than \$100,000 received most votes

Q7. What do you consider to be an affordable monthly rent for a home?

- 3 bedrooms: \$900 to \$1,100 received most votes
- 2 bedrooms: \$700 to \$900 received most votes
- 1 bedroom: \$500 to \$700 received most votes
- Studios: less than \$500 received most votes

VII.B. ECONOMIC DEVELOPMENT PREFERENCES

The following narrative describes top preferences listed by survey respondents for each survey question.

Q8. How should the City prioritize economic development-related funding?

- #1: Work with local and regional partners to promote and grow local business
- #2: Revitalize and redevelop existing commercial and industrial districts
- #3: Expand other industry clusters in software/IT, forest products, craft food/beverages, outdoor gear, seafood products, etc.

Q9. Identify Florence's strengths and weaknesses as a place to do business

Top Strengths

#1: Location on Oregon Coast

#2: Quality of Life

#3: Local markets and volume of customers

Top Weaknesses

#1: Available skilled workforce

#2: Proximity to major transportation corridors

#3: Public infrastructure (transportation, utilities, high speed internet, etc.)

VII.C. DEVELOPMENT AND POLICY CONCEPTS

In addition to the information gleaned from the community survey, the City and consultant team conducted a series of small group meetings, HEOP committee meetings and an open public meeting to formulate and discuss policy and development concepts to help shape future Community goals and objectives. The following narrative describes key policy and development concepts that are generally supported by the community.

Housing

- Incentivize land lords to keep long-term housing stable: lower taxes and utility bills.
- Relax ADU regulations. Increase residential density by encouraging ADUs.
- Allow for coastal villages model. Examine practices from other cities to lower costs.
- Build tiny houses here and train locals to do so. Engage retirees to assist.
- Small/tiny home communities; cottages with central garden.
- There is support for the city taking a more proactive role in public private development projects that address workforce housing needs.

Economic and Workforce Development

- Examine ways to improve commercial space; with lower rents for startups.
- Open a brew pub.
- Enhance creative/arts spaces.
- Explore workforce development at LCC Florence campus. Work with Lane Community College to offer trades education.
- Promote ATV development and testing.
- Develop fiber optic network.
- Recruit businesses. Florence offers a great location.
- Promote start-ups. Support programs that help local businesses expand, such as the RAIN initiative.
- Support redevelopment concept plans generated for a former restaurant site as an artist community and artist retreat location
- There is broad support for enhanced high school and community college training in the construction trades. The hope is that younger workers will be retained or attracted to Florence, constructing “tiny

homes” for local developments. Such housing could also be “exported” to areas along the west coast.

- Better usage of the airport with focus on avionics and emergency preparedness training (e.g., in the event of a Tsunami).

General Concepts

- Streamlining regulations and the permit approval process.
- Consider a revised SDC program that would lower SDCs for smaller homes relative to larger homes.
- Support a policy which would incentivize mixed use development since it would decrease transportation costs for residents as well as make the city more walkable.

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Section VIII. VIII. ECONOMIC DEVELOPMENT GOALS, OBJECTIVES AND POLICY RECOMMENDATIONS

For a comprehensive list of Economic Development and Housing Goals, Objectives, Policies and Recommendations please refer to Volume 1: Summary document.

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APPENDIX

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Appendix A Employment Trends

Lane County Employment Trends by Sector, 2006-2016 (covered workers)

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2006-2016	
												Annual Growth Rate	
												Jobs	%
Total nonfarm employment	154,400	157,200	155,000	142,600	141,400	141,700	142,400	144,400	148,000	152,200	156,700	2,300	0.15%
Total private	125,700	127,700	124,400	111,900	110,400	111,700	113,100	115,600	118,800	122,500	126,400	700	0.06%
Mining and logging	1,000	1,000	900	700	800	800	900	1,000	1,000	1,000	900	(100)	-1.05%
Construction	8,100	8,200	7,400	5,700	5,300	5,200	5,200	5,300	5,700	6,100	6,500	(1,600)	-2.18%
Manufacturing	20,300	19,800	17,700	12,600	12,200	12,200	12,300	12,600	13,000	13,200	13,500	(6,800)	-4.00%
Durable goods	16,300	15,800	13,700	8,800	8,400	8,400	8,500	8,600	8,800	8,700	8,800	(7,500)	-5.98%
Nondurable goods	4,000	4,000	3,900	3,700	3,800	3,800	3,900	4,000	4,200	4,500	4,700	700	1.63%
Trade, transportation, and utilities	29,100	29,300	28,800	26,700	26,300	26,700	27,200	28,100	28,600	29,600	30,000	900	0.31%
Retail trade	19,700	19,900	19,400	18,100	18,000	18,300	18,600	19,100	19,300	20,000	20,400	700	0.35%
Food and beverage stores	3,900	4,000	4,000	3,900	3,900	4,000	4,000	4,000	4,200	4,300	4,500	600	1.44%
Transportation, warehousing, and utilities	3,400	3,200	3,200	2,900	2,800	3,000	3,100	3,300	3,400	3,400	3,400	-	0.00%
Information	3,700	4,000	3,900	3,600	3,300	3,300	3,300	3,400	3,500	3,200	3,000	(700)	-2.08%
Financial activities	8,300	8,400	8,100	7,600	7,400	7,100	7,200	7,400	7,400	7,700	7,700	(600)	-0.75%
Professional and business services	16,400	16,300	16,000	14,300	14,600	14,900	15,200	15,200	16,100	16,500	17,700	1,300	0.77%
Education and health services	19,600	20,700	21,400	21,900	21,900	22,400	22,600	22,700	23,200	24,100	25,000	5,400	2.46%
Leisure and hospitality	14,300	14,900	15,100	14,100	13,800	14,300	14,600	15,200	15,600	16,300	16,900	2,600	1.68%
Accommodation and food services	12,200	12,800	13,000	12,200	12,000	12,500	12,800	13,300	13,700	14,300	14,800	2,600	1.95%
Accommodation	1,500	1,500	1,600	1,500	1,400	1,500	1,500	1,600	1,700	1,700	1,700	200	1.26%
Food services and drinking places	10,700	11,300	11,400	10,700	10,600	11,000	11,300	11,700	12,000	12,600	13,100	2,400	2.04%
Other services	5,100	5,200	5,200	5,000	4,900	4,900	4,800	4,800	4,800	5,000	5,300	200	0.39%
Government	28,700	29,500	30,600	30,700	31,000	30,000	29,300	28,800	29,200	29,700	30,300	1,600	0.54%

Source: OED; compiled by FCS GROUP. Employment includes workers "covered" by unemployment insurance.

Appendix B Florence Fact Sheet



Quality Information, Informed Choices
Labor Market Information

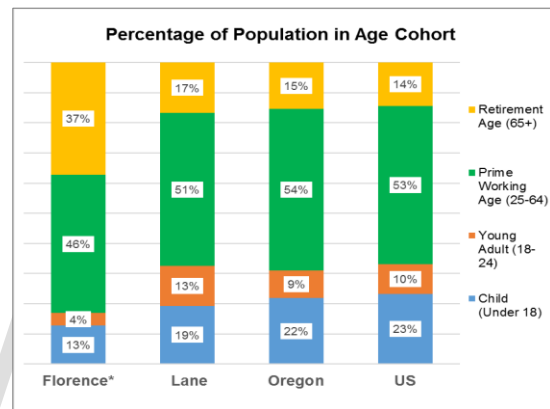
State of Oregon • Employment Department • www.QualityInfo.org

Florence Fact Sheet 2

Date: 6/20/17

Age Cohort	Florence*	Lane	Oregon	US
Total population	16,617	357,060	3,939,233	316,515,021
Child (Under 18)	13%	19%	22%	23%
Young Adult (18-24)	4%	13%	9%	10%
Prime Working Age (25-64)	46%	51%	54%	53%
Retirement Age (65+)	37%	17%	15%	14%

Source: US Census, 2011-2015 ACS S0101, S0601



Educational Attainment	Florence*	Lane	Oregon	US
Population 25 & over	13,810	241,134	2,714,972	211,462,522
Did not graduate high school	8.9%	8.9%	10.2%	13.3%
High school graduate	26.8%	25.0%	24.3%	27.8%
Some college or Associate's	42.4%	37.8%	34.7%	29.2%
Bachelor's degree or above	22.0%	28.4%	30.8%	29.7%

Source: US Census, 2011-2015 ACS S1501

Child Care	Florence* (incl. Mapleton School District Area)
Availability	
Number of Children Under 5	686
Visible Child Care Slots for Children Under 5	118
Slots in Child Care Centers for Children Under 3	0
Cost	
Median Annual Price of toddler care in a child care center**	\$6,900
Percent of Median Household Income	20%
Percent of Minimum Wage Income	34%

Source: Oregon DOE Early Learning Division, 2016 Oregon Child Care Market Price Study

Housing Costs	Florence (City)	Oregon
Owner Occupied Housing		
Median Household Income	\$44,509	\$67,070
Median Monthly Housing Costs	\$615	\$1,194
Housing Costs as a Percentage of Income	17%	21%
Renter Occupied Housing		
Median Household Income	\$28,365	\$32,513
Median Monthly Housing Costs	\$788	\$907
Housing Costs as a Percentage of Income	33%	33%

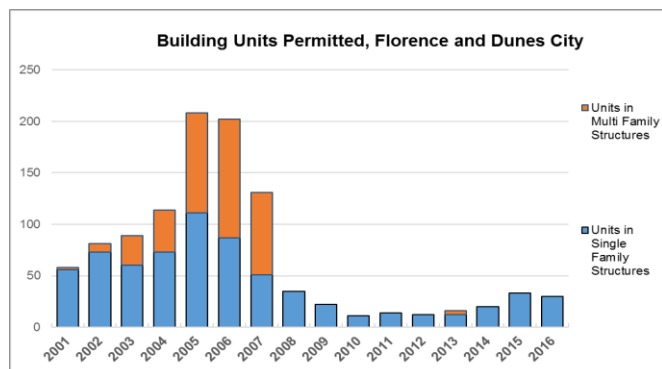
Source: US Census, 2011-2015 ACS S2503

Building Units Permitted, Florence and Dunes City	Single Family	Multi Family	Total
Year			
2001	56	2	58
2002	73	8	81
2003	60	29	89
2004	73	41	114
2005	111	97	208
2006	87	115	202
2007	51	80	131
2008	35	0	35
2009	22	0	22
2010	11	0	11
2011	14	0	14
2012	12	0	12
2013	12	4	16
2014	20	0	20
2015	33	0	33
2016	30	0	30

Source: Census Bureau SOCDS Building Permits Database

* Florence Labor Shed (6 Census Tract area: Lane County Tract 5, 7.02, 7.05-08)

** Because sample size is limited, it is difficult to make estimates of the average cost of care at a sub-county level. Child care prices in Florence are in the lowest of the three price categories for the state. In that category, the median price of center care for a toddler is \$6,900 annually.



Appendix C-1 Retail Inflow/Outflow Analysis, 30 Minute Trade Area

Retail Marketplace Profile for Florence

30-minute drive time from Hwy. 101 @ City Hall, Florence, OR

Demographics within a 30 Minute Drive Time

2016 Population	16,104
2016 Households	7,888
2016 Median Disposable Income	\$30,569
2016 Per Capita Income	\$25,624

Florence Retail Marketplace Profile within a 30 Minute Drive Time

Industry Group	NAICS	Demand (Retail Potential)	Supply (Retail Sales)	Retail Outflow or (Inflow)	Supportable Net New SF with 50% Outflow Capture
Motor Vehicle Sales & Parts Dealers	441	\$47,304,083	\$23,315,562	\$23,988,521	
Furniture & Home Furnishings Stores	442	\$5,920,911	\$6,457,993	(\$537,082)	0
Electronics & Appliances Stores	443	\$10,328,903	\$4,713,785	\$5,615,118	10,000
Bdlg. Materials, Garden Eqpt. & Supply Stores	444	\$12,824,464	\$14,729,528	(\$1,905,064)	0
Food & Beverage Stores	445	\$36,293,822	\$24,227,472	\$12,066,350	21,000
Health & Personal Care Stores	446 & 4461	\$12,874,345	\$13,541,563	(\$667,218)	0
Gasoline Stations	447 & 4471	\$13,266,466	\$9,843,738	\$3,422,728	6,000
Clothing & Clothing Accessories Stores	448	\$8,848,499	\$5,784,534	\$3,063,965	5,000
Sporting Goods, Hobby, Book & Music Stores	451	\$6,465,132	\$3,252,869	\$3,212,263	6,000
General Merchandise Stores	452	\$38,301,385	\$44,338,741	(\$6,037,356)	0
Miscellaneous Store Retailers	453	\$3,197,144	\$1,967,079	\$1,230,065	2,000
Nonstore Retailers	454	\$3,197,144	\$1,967,079	\$1,230,065	2,000
Food Services & Drinking Places	722	\$20,525,774	\$32,916,645	(\$12,390,871)	0
Total		\$219,348,072	\$187,056,588	\$32,291,484	
Total, excluding Motor Vehicle Sales & Parts		\$172,043,989	\$163,741,026	\$8,302,963	52,000

* assumes 5% vacancy rate and \$300 in annual sales per net square foot of floor area.

NAICS = North American Industrial Classification System.

Source: ESRI, Marketplace Profile; Urban Land Institute, Dollars and Cents of Shopping Centers; FCS GROUP.

Appendix C-2 Retail Inflow/Outflow Analysis, Future Growth Potential

Analysis of 20-year Retail Development Potential from New Growth in Florence

Demographics		Source	
2016 Population	8,680	PSU pop. Estimates	
Projected 2036 Population	10,486	assumes 0.9% annual growth rate	
Est. 2016 Per Capita Income	\$24,827	2014 ACS data, adjusted by 1.9%	
Projected 2036 Per Capita Income	\$33,939	assumes 1.5% annual real growth rate	
Est. 2015 Aggregate Gross Income	\$215,494,222	calculated	
Proj. 2026 Aggregate Gross Income	\$355,879,852	calculated	
Change in Annual Gross Income: 2036	\$140,385,630	calculated	

Retail Store Group	Analysis of Supportable Sales				Supportable Development ⁴		
	Percent of Gross Income ¹	Proj. Net New Sales from Pop.	Annual Sales Per SF ²	Inflow Sales as % of Total Sales ³	From Growth	From Inflow	Total Sq. Ft.
Food Stores	7.62%	\$ 10,697,385	\$680	18%	16,559	4,710	21,269
Eating & Drinking	5.21%	\$ 7,314,091	\$370	34%	20,808	12,156	32,965
Apparel and Services	3.37%	\$ 4,730,996	\$500	18%	9,960	2,833	12,793
Household Furnishings & Appliances	3.07%	\$ 4,309,839	\$370	18%	12,261	3,487	15,749
Personal Care Products & Services	1.22%	\$ 1,712,705	\$500	18%	3,606	1,026	4,631
Miscellaneous Retail	1.61%	\$ 2,260,209	\$270	18%	8,812	2,506	11,318
Total	22.10%	\$ 31,025,224			72,006	26,718	98,725
Supportable Acres (net buildable)							7.6

¹ Bureau of Economic Analysis, Consumer Expenditure Survey, reflects in-store purchases only.

² derived from Urban Land Institute, Dollars and Cents of Retail Stores.

³ estimated based on ESRI Retail Place Profile Report (Appendix B).

⁴ assumes 5% vacancy allowance.

Appendix D: Florence Lodging Establishments

Facility	Rooms	Meeting Facilities	Avg. Daily Room Rates	Amenities
Economy Inn	29	No	\$85	Free cable, indoor pool, spa
Quality Inn	52	No	\$123-\$146	Business center, continental breakfast, free wi-fi
Silver Sands Motel	48	No	\$79	Barbecue grills, dog friendly,
Villa West Motel	22	No	\$50-\$115	Wi-fi, recently renovated
Landmark Inn	12	No	\$75-\$145	Spa, continental breakfast, wi-fi,
River House Inn	40	Yes	\$102-\$199	Free wi-fi, continental breakfast, river views, located in Old Town,
Lighthouse Inn	27	No	\$89	
Old Town Inn	40	No	\$92-\$104	Free wi-fi, continental breakfast, located in Old Town,
Best Western Pier Point Inn	55	Yes	\$121-\$169	Free wi-fi, full breakfast, pool
Driftwood Shores	127	Yes	\$114-\$345	Free wi-fi, pool, children's play room
Three Rivers Casino Hotel	93	Yes	\$104-\$109	Free wi-fi, shuttle bus, restaurant
Le Chateau Inn	49	No	\$69-\$98	Free wi-fi, pool, spa, sauna, free continental breakfast
Bed & Breakfasts				
Edwin K Bed & Breakfast	6	No	\$135-\$240	Five-course breakfast, free wi-fi, discounts at local shops

Source: Hotels.com and TripAdvisor.com, survey by FCS GROUP, 10/17/2017.

Appendix E-1: Florence Employment Land Need Scenario A

Projected Employment & Land Need								
Scenario A: Baseline 20-year Employment Land Need, Florence UGB								
Job/Use Type	20-Year Job Growth Forecast ¹	Avg. FAR	Jobs Per Acre ²	Building Floor Area Per Job ²	20-Year Building Need (floor area SF)	Refill/ Redevelopment Share Capture	Refill/ Redevelopment Floor Area	20-Year Land Need (buildable acres) ³
Private Employment								
Industrial	77	0.15	10	1,500	115,000	5%	5,750	8.4
Services	883							
Lodging	37	0.25		1000	37,000	10%	3,700	3.5
Food Services	148	0.30		400	59,000	10%	5,900	4.7
Education Services	44	0.20		500	22,000	10%	2,200	2.6
Office/Other Services	654	0.30		300	196,000	10%	19,600	15.5
Retail	115	0.30		500	58,000	10%	5,800	4.6
Private Subtotal	1,076				487,000		42,950	39.3
Local Government⁴	7	0.30		500	3,000	100%	3,000	-
Total	1,082				490,000	9%	45,950	39.3

Notes:

¹ Derived from Table IV-1. Excludes home-based workers.

² Assumptions for job densities reflect "covered jobs" and are generally consistent with Oregon DLCD, Industrial and Other Employment Land Analysis Handbook, 2001.

³ Assumes net land area is adjusted upwards by 15% for public road circulation, easements and utilities.

⁴ Excludes special site requirements for city, school district, county, state and federal governments.

Source: FCS GROUP based on assumptions stated above.



Appendix E-2: Florence Employment Land Need Scenario B

Projected Employment Land Need								
Scenario B: Strategic Growth 20-year Employment Land Need, Florence UGB								
Job/Use Type	20-Year Job Growth Forecast ¹	Avg. FAR	Jobs Per Acre ²	Building Floor Area Per Job ²	20-Year Building Need (floor area SF)	Refill/ Redevelopment Share Capture	Refill/ Redevelopment Floor Area	20-Year Land Need (buildable acres) ³
Private Employment								
Industrial*	177	0.15	10	1,500	265,000	5%	13,250	19.3
Services	883							
Lodging	37	0.25		1000	37,000	10%	3,700	3.5
Food Services	148	0.30		400	59,000	10%	5,900	4.7
Education Services	44	0.20		500	22,000	10%	2,200	2.6
Office/Other Services	654	0.30		300	196,000	10%	19,600	15.5
Retail**	219	0.30		500	110,000	5%	5,500	9.2
Private Subtotal	1,280				689,000		50,150	54.9
Local Government ⁴	7	0.30		500	3,000	100%	3,000	-
Total	1,286				692,000	8%	53,150	54.9

Notes:

¹ Derived from Appendix D1. Excludes home-based workers, and includes strategic growth assumptions as follows:

* Assumes 77 workers (base case) plus 100 additional jobs in target market industrial businesses.

** Assumes 115 workers (base case) plus 104 additional "pent up" jobs in target market retail businesses.

² Assumptions for job densities reflect "covered jobs" and are generally consistent with Oregon DLC, Industrial and Other Employment Land

³ Assumes net land area is adjusted upwards by 15% for public road circulation, easements and utilities.

⁴ Excludes special site requirements for city, school district, county, state and federal governments.

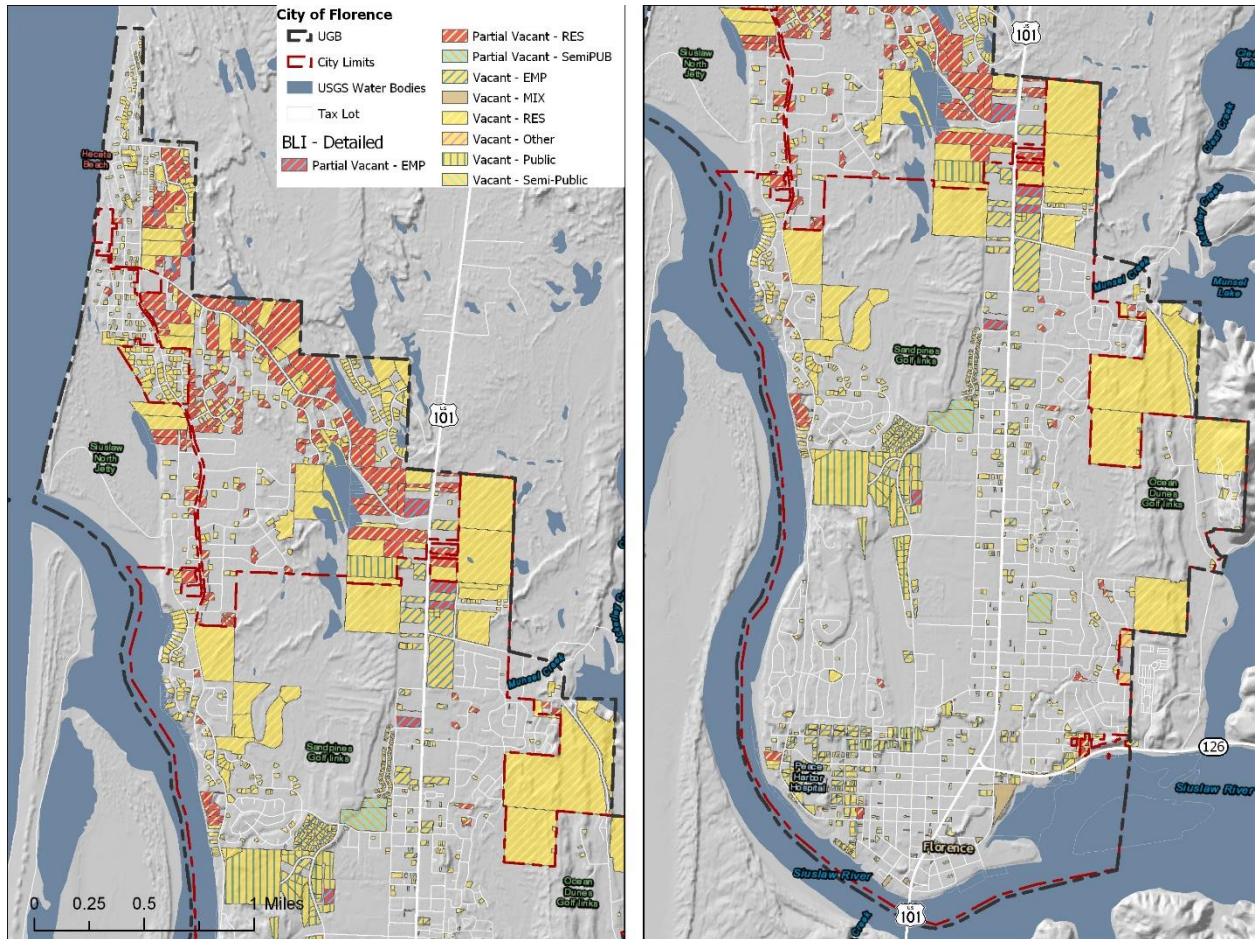
Source: FCS GROUP based on assumptions stated above.

Appendix F: Economic and Financial Feasibility Analysis

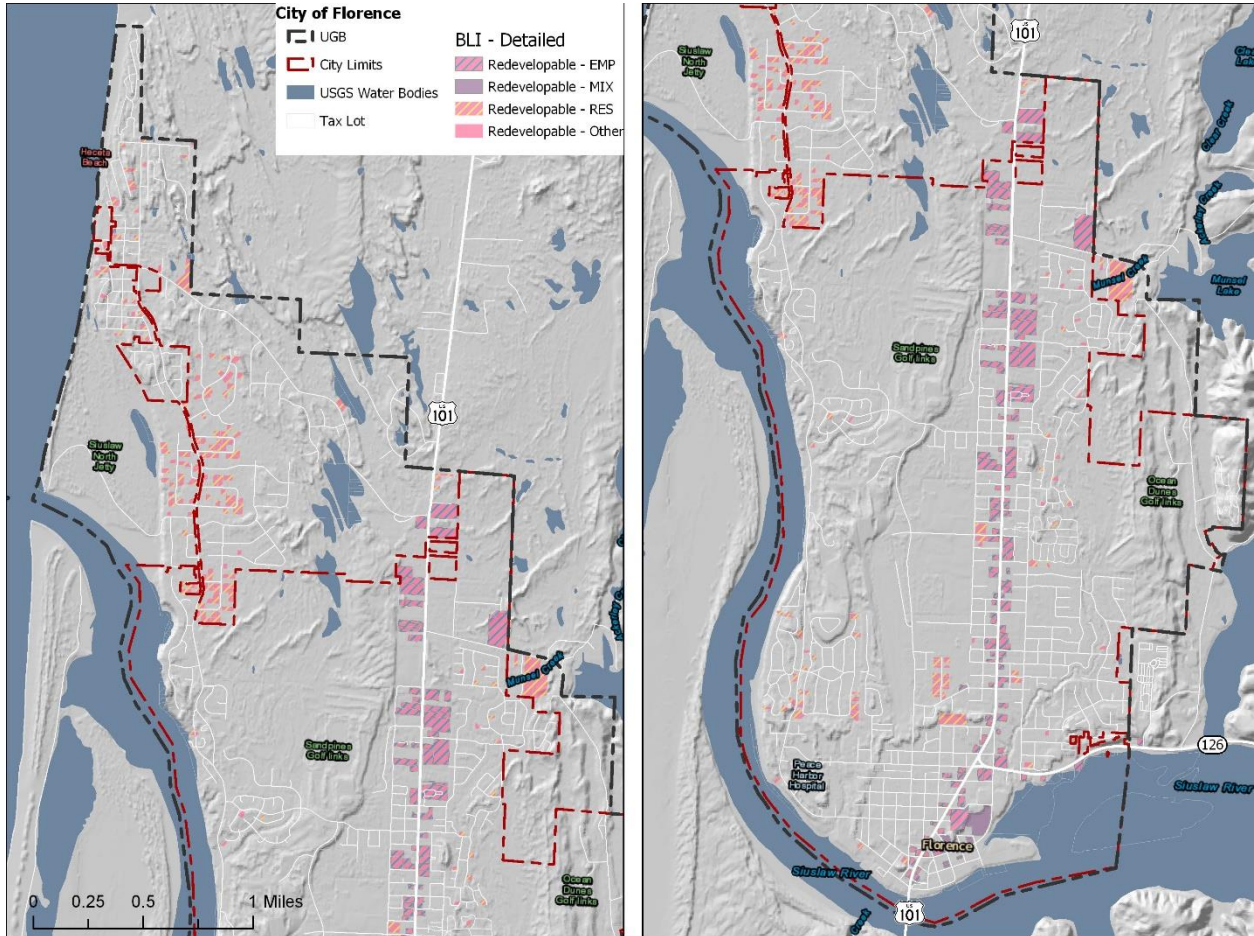
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Appendix G-1 Florence Buildable Vacant Land Inventory Maps



Appendix G-2 Florence Redevelopment Land Inventory Maps



Appendix G-3 Florence Buildable Land Inventory Summary

Buildable Land Inventory within City of Florence, 2017										
Residential Zones	Parcels					Acres				
	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	Subtotal Parcels	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	Subtotal Acres
Vacant, Private*	436	8	3	9	456	74.3	11.0	18.3	161.9	265.6
Vacant, Public/Semi Public*	37	2	0	0	39	7.7	1.8	0.0	0.0	9.5
Part Vacant, Private	11	6	0	0	17	3.4	3.6	0.0	0.0	7.0
Part Vacant, Public/Semi-Public	0	1	1	1	3	0.0	2.8	6.0	11.3	20.2
Redevelopable	88	2	1	0	91	25.6	4.6	0.0	0.0	30.2
Total	572	19	5	10	606	111.1	23.9	24.3	173.2	332.5
Employment Zones										
Employment Zones	Parcels					Acres				
	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	Subtotal Parcels	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	Subtotal Acres
Vacant, Private*	234	14	1	1	250	51.1	23.4	7.0	13.3	94.8
Vacant, Public/Semi Public*	74	21	0	1	96	23.2	35.5	0.0	32.5	91.1
Part Vacant, Private	0	4	0	0	4	0.0	7.5	0.0	0.0	7.5
Part Vacant, Public/Semi-Public	0	0	0	2	2	0.0	0.0	0.0	53.8	53.8
Redevelopable	5	0	1	0	6	49.3	50.5	12.7	0.0	112.5
Total	313	39	2	4	358	123.7	116.8	19.7	99.6	359.8
Mixed Use Zones										
Mixed Use Zones	Parcels					Acres				
	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	Subtotal Parcels	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	Subtotal Acres
Vacant, Private*	9	1	1	0	11	1.9	2.8	5.1	0.0	9.8
Vacant, Public/Semi Public*	1	1	0	0	2	0.2	0.9	0.0	0.0	1.2
Part Vacant, Private	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0
Part Vacant, Public/Semi-Public	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0
Redevelopable	5	0	1	0	6	2.1	0.0	5.4	0.0	7.6
Total	15	2	2	0	19	4.3	3.7	10.6	0.0	18.5
Notes:										
* identified as vacant in Lane County assessor data										
Source: GIS analysis by Fregonese Associates; analysis by FCS GROUP.										

Appendix G-3 Florence Vacant and Part Vacant Private Buildable Land Inventory

Vacant

Part/Vacant Private Parcels In the City of Florence, 2017			Parcels/Tax Lots										All Parcels									
Zoning Type	Gen. Class	Zoning Description	Residential				Employment				Public				Semi-Public							
			< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres		5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres			
City of Florence Zoning:																						
AD	Emp.	AIRPORT DEVELOPMENT																				1
C	Emp.	COMMERCIAL																				-
CV	Res.	COAST VILLAGE																				-
H	Emp.	HIGHWAY DISTRICT					1															1
I	Emp.	PACIFIC VIEW BUSINESS PARK DISTRICT																				-
IP	Emp.	PACIFIC VIEW BUSINESS PARK DISTRICT						1														1
LI	Emp.	LIMITED INDUSTRIAL																				-
M	Emp.	MARINE DISTRICT												1								1
MH	Res.	MOBILE HOME/MANUFACTURED HOME																				-
MSA	Emp.	MAIN STREET																				-
MSB	Emp.	MAIN STREET/AREA B																				-
NCD	Emp.	NORTH COMMERCIAL DISTRICT							1													1
OS	Other	OPEN SPACE																				-
OTB	Mixed	OLD TOWN DISTRICT																				-
OTC	Mixed	OLD TOWN AREA C																				-
OTDA	Mixed	OLD TOWN DISTRICT/AREA A																				-
POI	Emp.	PROFESSIONAL OFFICE/INSTITUTIONAL																				-
RM	Res.	MULTIPLE FAMILY RESIDENTIAL																		1		1
RR	Res.	RESTRICTED RESIDENTIAL	7	2																		10
RS	Res.	SINGLE FAMILY RESIDENTIAL	4	4																		8
SID	Emp.	SERVICE/INDUSTRIAL DISTRICT							1													1
WF/M	Emp.	WATERFRONT/MARINE																				-
Total			11	6	-	-	-	4	-	-	-	-	2	-	1	1	1	1	1	1	1	26
Notes:																						
Source: GIS analysis by Fregonese Associates; analysis by FCS GROUP.																						

Part Vacant

Vacant Private-Owned Parcels In the City of Florence, 2017			Parcels/ Tax Lots					Land Area (acres)														
Zoning Type	Gen. Class	Zoning Description	Vacant*				Subtotal Parcels	Vacant*				Subtotal Acres										
			< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres		< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres											
City of Florence Zoning:																						
AD	Emp.	AIRPORT DEVELOPMENT	2				2	0.2	0.0	0.0	0.0	0.2										
C	Emp.	COMMERCIAL	82				82	16.0	0.0	0.0	0.0	16.0										
CV	Res.	COAST VILLAGE	11				11	1.2	0.0	0.0	0.0	1.2										
H	Emp.	HIGHWAY DISTRICT	48	4			52	11.8	8.0	0.0	0.0	19.7										
I	Emp.	PACIFIC VIEW BUSINESS PARK DISTRICT	2	1			3	0.9	1.4	0.0	0.0	2.3										
IP	Emp.	PACIFIC VIEW BUSINESS PARK DISTRICT	3				3	1.3	0.0	0.0	0.0	1.3										
LI	Emp.	LIMITED INDUSTRIAL	3				3	1.5	0.0	0.0	0.0	1.5										
M	Emp.	MARINE DISTRICT					-	0.0	0.0	0.0	0.0	-										
MH	Res.	MOBILE HOME/MANUFACTURED HOME	39	1		2	42	8.9	1.9	0.0	35.2	46.0										
MSA	Emp.	MAIN STREET	15				15	1.9	0.0	0.0	0.0	1.9										
MSB	Emp.	MAIN STREET/AREA B	9				9	1.6	0.0	0.0	0.0	1.6										
NCD	Emp.	NORTH COMMERCIAL DISTRICT	4	1	1	1	7	2.1	4.4	7.0	13.3	26.8										
OS	Other	OPEN SPACE					-	0.0	0.0	0.0	0.0	-										
OTB	Mixed	OLD TOWN DISTRICT	4				4	0.7	0.0	0.0	0.0	0.7										
OTC	Mixed	OLD TOWN AREA C			1		1	0.0	0.0	5.1	0.0	5.1										
OTDA	Mixed	OLD TOWN DISTRICT/AREA A	5				5	1.2	0.0	0.0	0.0	1.2										
POI	Emp.	PROFESSIONAL OFFICE/INSTITUTIONAL	65	5			70	13.3	4.4	0.0	0.0	17.7										
RM	Res.	MULTIPLE FAMILY RESIDENTIAL	135				135	14.5	0.0	0.0	0.0	14.5										
RR	Res.	RESTRICTED RESIDENTIAL	165	3		2	170	35.7	2.5	0.0	17.6	55.8										
RS	Res.	SINGLE FAMILY RESIDENTIAL	86	4	3	5	98	14.0	6.7	18.3	109.1	148.0										
SID	Emp.	SERVICE/INDUSTRIAL DISTRICT	1	3			4	0.6	5.2	0.0	0.0	5.8										
WF/M	Emp.	WATERFRONT/MARINE					-	0.0	0.0	0.0	0.0	-										
Multiple Zoning:																						
RM/C	Mixed	RM					-	0.0	0.0	0.0	0.0	-										
NCD/SID	Mixed	NCD		1			1	0.0	2.3	0.0	0.0	2.3										
	Mixed	SID		**			-	0.0	0.4	0.0	0.0	0.4										
Total			679	23	5	10	717	127.4	37.1	30.4	175.2	370.2										
Notes:																						
* identified as vacant in Lane County assessor data																						
** tax lot with multiple zoning																						
Source: GIS analysis by Fregonese Associates; analysis by FCS GROUP.																						

Appendix G-4 Vacant and Part Vacant Public/Semi-Public Buildable Land Inventory

Vacant

Vacant Public and Semi-Public (non profit) Owned Parcels in the City of Florence, 2017

Parcels/Tax Lots	Zoning Type:	Gen. Class	Zoning Description	Public								Semi-Public				Subtotal Parcels					
				Vacant*				Other (non vacant)				Vacant*					Other (non vacant)				
				< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres		< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	
City of Florence Zoning:	AD	Emp.	AIRPORT DEVELOPMENT	4	2							1									7
	C	Emp.	COMMERCIAL	2						3	2				3				13		24
	CV	Res.	COAST VILLAGE																6		6
	H	Emp.	HIGHWAY DISTRICT	8						4	1			1				5	4		23
	I	Emp.	PACIFIC VIEW BUSINESS PARK DISTRICT	3	9																12
	IP	Emp.	PACIFIC VIEW BUSINESS PARK DISTRICT	13	6					6									1		26
	LI	Emp.	LIMITED INDUSTRIAL					1				1									2
	M	Emp.	MARINE DISTRICT		1						1										2
	MH	Res.	MOBILE HOME/MANUFACTURED HOME						2	1								15			18
	MSA	Emp.	MAIN STREET	5					1	2				3				2			13
	MSB	Emp.	MAIN STREET/AREA B	1					7					2				1			11
	NCD	Emp.	NORTH COMMERCIAL DISTRICT	4					1										1		6
	OS	Other	OPEN SPACE	0					14	3	1										18
	OTB	Mixed	OLD TOWN DISTRICT															2			2
	OTC	Mixed	OLD TOWN AREA C	1	1					1											3
	OTDA	Mixed	OLD TOWN DISTRICT/AREA A						8									3			11
	POI	Emp.	PROFESSIONAL OFFICE/INSTITUTIONAL	3	1				1	1				22	2			8	6		44
	RM	Res.	MULTIPLE FAMILY RESIDENTIAL	7	1				5	4	2	2		9				13	3		46
	RR	Res.	RESTRICTED RESIDENTIAL	13					28	4	1	1		2				60	1		110
	RS	Res.	SINGLE FAMILY RESIDENTIAL	3	1				6	2	2	2		3				88			105
	SID	Emp.	SERVICE/INDUSTRIAL DISTRICT																		-
	WF/M	Emp.	WATERFRONT/MARINE	0					3	6		1									10
Multiple Zoning:	RM/C	Mixed	RM																		-
	RS/LI	Mixed	RS						1												1
	AD/LI	Mixed	AD																		1
	RS/MH	Mixed	RS									1									1
	MSB/MSA	Mixed	MSB						1												1
	OTB/OTC	Mixed	OTB																		-
	RR/RS	Mixed	RR															1			1
				67	22	-	1		91	28	5	9		45	2	-	-	218	15	1	504
									90												234

Notes:
* identified as vacant in Lane County assessor data

Part Vacant

Part Vacant Public and Semi-Public Parcels in the City of Florence, 2017

Buildable Acres	Zoning Type:	Gen. Class	Zoning Description	Partial Vacant												Subtotal Acres								
				Residential				Employment				Public					Semi-Public							
				< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres		< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres				
City of Florence Zoning:	AD	Emp.	AIRPORT DEVELOPMENT																		25.2	25.2		
	C	Emp.	COMMERCIAL																			0.0	0.0	
	CV	Res.	COAST VILLAGE																			0.0	0.0	
	H	Emp.	HIGHWAY DISTRICT						1.5													1.5	1.5	
	I	Emp.	PACIFIC VIEW BUSINESS PARK DISTRICT																			0.0	0.0	
	IP	Emp.	PACIFIC VIEW BUSINESS PARK DISTRICT							2.0												2.0	2.0	
	LI	Emp.	LIMITED INDUSTRIAL																			0.0	0.0	
	M	Emp.	MARINE DISTRICT																			28.7	28.7	
	MH	Res.	MOBILE HOME/MANUFACTURED HOME																			0.0	0.0	
	MSA	Emp.	MAIN STREET																			0.0	0.0	
	MSB	Emp.	MAIN STREET/AREA B																			0.0	0.0	
	NCD	Emp.	NORTH COMMERCIAL DISTRICT																			2.0	2.0	
	OS	Other	OPEN SPACE																			0.0	0.0	
	OTB	Mixed	OLD TOWN DISTRICT																			0.0	0.0	
	OTC	Mixed	OLD TOWN AREA C																			0.0	0.0	
	OTDA	Mixed	OLD TOWN DISTRICT/AREA A																			0.0	0.0	
	POI	Emp.	PROFESSIONAL OFFICE/INSTITUTIONAL																			0.0	0.0	
	RM	Res.	MULTIPLE FAMILY RESIDENTIAL																2.8		11.3	14.2	14.2	
	RR	Res.	RESTRICTED RESIDENTIAL		2.2	1.6																9.8	9.8	
	RS	Res.	SINGLE FAMILY RESIDENTIAL		1.2	2.0																3.2	3.2	
	SID	Emp.	SERVICE/INDUSTRIAL DISTRICT							2.0												2.0	2.0	
	WF/M	Emp.	WATERFRONT/MARINE																			0.0	0.0	
				3.4	3.6	0.0	0.0		0.0	7.5	0.0	0.0		0.0	0.0	0.0	0.0	53.8	0.0	2.8	6.0	11.3	88.5	
																							7.0	88.5

Notes:
Source: GIS analysis by Fregonese Associates; analysis by FCS GROUP.

Appendix G-5 Florence Re-developable Land Inventory

Parcels/Tax lots

Parcels/Tax Lots			Redevelopable*								Subtotal Parcels
Zoning Type:	Gen. Class	Zoning Description	Ratio <= 0.5 (High Chance)				Ratio <=1 (Moderate Chance)				
			< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	
City of Florence Zoning:											
AD	Emp.	AIRPORT DEVELOPMENT									-
C	Emp.	COMMERCIAL	14				11	1			26
CV	Res.	COAST VILLAGE	4				1				5
H	Emp.	HIGHWAY DISTRICT	25	10	1		21	6			63
I	Emp.	PACIFIC VIEW BUSINESS PARK DISTRICT									-
IP	Emp.	PACIFIC VIEW BUSINESS PARK DISTRICT									-
LI	Emp.	LIMITED INDUSTRIAL									-
M	Emp.	MARINE DISTRICT									-
MH	Res.	MOBILE HOME/MANUFACTURED HOME	21				6				27
MSA	Emp.	MAIN STREET	10	1			10	2			23
MSB	Emp.	MAIN STREET/AREA B	1	1			2				4
NCD	Emp.	NORTH COMMERCIAL DISTRICT	3				1	2			6
OS	Other	OPEN SPACE									-
OTB	Mixed	OLD TOWN DISTRICT	2				1				3
OTC	Mixed	OLD TOWN AREA C			1						1
OTDA	Mixed	OLD TOWN DISTRICT/AREA A	1				1				2
POI	Emp.	PROFESSIONAL OFFICE/INSTITUTIONAL									-
RM	Res.	MULTIPLE FAMILY RESIDENTIAL	3	1			2	1			7
RR	Res.	RESTRICTED RESIDENTIAL	1				4				5
RS	Res.	SINGLE FAMILY RESIDENTIAL	24		1		22				47
SID	Emp.	SERVICE/INDUSTRIAL DISTRICT		2				1			3
WF/M	Emp.	WATERFRONT/MARINE									-
		Total	109	15	3	-	82	13	-	-	222
Notes:						127		95			

* depicts ratio of Lane County Assessor improvement to land value.
Source: GIS analysis by Fregonese Associates; analysis by FCS GROUP.

Acres

Buildable Acres			Redevelopable*								Acres
Zoning Type:	Gen. Class	Zoning Description	Ratio <= 0.5				Ratio <= 1				
			< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	
City of Florence Zoning:											
AD	Emp.	AIRPORT DEVELOPMENT									-
C	Emp.	COMMERCIAL	6.43				4.83	1.30			12.56
CV	Res.	COAST VILLAGE	1.09				0.26				1.34
H	Emp.	HIGHWAY DISTRICT	14.18	22.61	4.66		10.93	9.38			61.75
I	Emp.	PACIFIC VIEW BUSINESS PARK DISTRICT									-
IP	Emp.	PACIFIC VIEW BUSINESS PARK DISTRICT									-
LI	Emp.	LIMITED INDUSTRIAL									-
M	Emp.	MARINE DISTRICT									-
MH	Res.	MOBILE HOME/MANUFACTURED HOME	5.45				1.64				7.09
MSA	Emp.	MAIN STREET	4.07	1.64			4.39	4.26			14.36
MSB	Emp.	MAIN STREET/AREA B	0.36	1.01			0.65				2.02
NCD	Emp.	NORTH COMMERCIAL DISTRICT	2.55				0.94	2.74			6.23
OS	Other	OPEN SPACE									-
OTB	Mixed	OLD TOWN DISTRICT	1.01				0.63				1.64
OTC	Mixed	OLD TOWN AREA C			5.44						5.44
OTDA	Mixed	OLD TOWN DISTRICT/AREA A	0.24				0.24				0.49
POI	Emp.	PROFESSIONAL OFFICE/INSTITUTIONAL									-
RM	Res.	MULTIPLE FAMILY RESIDENTIAL	1.28	3.06			1.38	1.55			7.27
RR	Res.	RESTRICTED RESIDENTIAL	0.24				1.48				1.72
RS	Res.	SINGLE FAMILY RESIDENTIAL	6.69				6.11				12.80
SID	Emp.	SERVICE/INDUSTRIAL DISTRICT		5.40	8.09			2.13			15.62
WF/M	Emp.	WATERFRONT/MARINE									-
		Total	43.59	33.72	18.18	-	33.47	21.36	-	-	150.31
Notes:						95.49		54.83		150.31	

* depicts ratio of Lane County Assessor improvement to land value.
Source: GIS analysis by Fregonese Associates; analysis by FCS GROUP.

Appendix H Florence UGB Outside City Limits Land Inventory

Summary

Buildable Land Inventory within UGB outside City of Florence, 2017										
Residential Zones		Parcels				Acres				
Category	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	Subtotal Parcels	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	Subtotal Acres
Vacant, Private*	301	28	11	4	344	67.8	37.5	45.3	103.6	254.3
Vacant, Public/Semi Public*	0	0	0	0	0	0.8	0.0	0.0	13.2	14.0
Part Vacant, Private	106	60	2	2	170	36.9	71.4	9.5	16.3	134.1
Part Vacant, Public/Semi-Public	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0
Redevelopable	148	2	2	0	152	56.3	0.7	8.7	0.0	65.7
Total	555	90	15	6	666	161.8	109.6	63.5	133.1	468.1

Employment Zones		Parcels				Acres				
Category	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	Subtotal Parcels	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	Subtotal Acres
Vacant, Private*	2	3	0	0	5	0.3	3.8	0.0	0.0	4.1
Vacant, Public/Semi Public*	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0
Part Vacant, Private	0	0	0	0	0	0.0	1.4	0.0	0.0	1.4
Part Vacant, Public/Semi-Public	0	0	0	0	0	0.0	0.0	0.0	0.0	0.0
Redevelopable	3	2	1	0	6	1.2	5.1	5.1	0.0	11.4
Total	5	5	1	0	11	1.6	10.3	5.1	0.0	16.9

Notes:

* identified as vacant in Lane County assessor data

Source: GIS analysis by Fregonese Associates; analysis by FCS GROUP.

Vacant Private Acres

Zoning Type:		UGB Non City Acres			
		Vacant			
		< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres
Lane County Zoning	Index	Zoning Type	Description		
	C	C1	LIMITED COMMERCIAL DISTRICT		
	C	C2	NEIGHBORHOOD COMMERCIAL DISTRICT	0.3	1.0
	C	CA	RURAL COMMERCIAL DISTRICT		
	C	CT	TOURIST COMMERCIAL DISTRICT		2.8
	Open	F2	FOREST LAND DISTRICT	0.9	1.6
	I	M1	LIMITED INDUSTRIAL DISTRICT		
	Open	NE	NATURAL ESTUARY		
	Open	NR	NATURAL RESOURCE	0.1	
	Open	PR	PARK AND RECREATION		
	LDR	RA	SUBURBAN RESIDENTIAL DISTRICT	29.1	17.3
	M	RA/MH	SUBURBAN RESIDENTIAL / MOBILE HOME DISTRICT	38.5	19.6
	C	RC	RURAL COMMERCIAL		
	LDR	RR	RURAL RESIDENTIAL DISTRICT	0.2	0.6
	LDR	RR1	RURAL RESIDENTIAL (1 ACRE MINIMUM)		
	LDR	RR5	RURAL RESIDENTIAL (5 ACRE MINIMUM)		
				196.6	77.3
					75.7
					278.8
					628.4

Part Vacant Acres

UGB Non City Acres			Partial Vacant																
Zoning Type:			Residential				Employment				Public				Semi-Public				
			< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	
Lane County Zoning	Index	Zoning Type	Description																
C	C1		LIMITED COMMERCIAL DISTRICT																
C	C2		NEIGHBORHOOD COMMERCIAL DISTRICT																
C	CA		RURAL COMMERCIAL DISTRICT																
C	CT		TOURIST COMMERCIAL DISTRICT																
Open	F2		FOREST LAND DISTRICT																
I	M1		LIMITED INDUSTRIAL DISTRICT																
Open	NE		NATURAL ESTUARY																
Open	NR		NATURAL RESOURCE																
Open	PR		PARK AND RECREATION																
LDR	RA		12.2	17.4	4.3	10.2													
M	RA/MH		24.7	54.1	5.1	6.1													
C	RC		RURAL COMMERCIAL																
LDR	RR		RURAL RESIDENTIAL DISTRICT																
LDR	RR1		RURAL RESIDENTIAL (1 ACRE MINIMUM)																
LDR	RR5		RURAL RESIDENTIAL (5 ACRE MINIMUM)																
			40.3	75.0	9.5	16.3	0.0	8.9	0.0	0.0	0.0	0.0	0.0	0.0	53.8	0.0	2.8	6.0	11.3
								8.9						53.8					20.2

Vacant Public and Semi-Public Acres

UGB Non City Acres			Vacant				Public				Semi-Public										
Zoning Type:																					
			< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres			
Lane County Zoning	Index	Zoning Type	Description																		
C	C1		LIMITED COMMERCIAL DISTRICT																		
C	C2		NEIGHBORHOOD COMMERCIAL DISTRICT																		
C	CA		RURAL COMMERCIAL DISTRICT																		
C	CT		TOURIST COMMERCIAL DISTRICT																		
Open	F2		FOREST LAND DISTRICT																		
I	M1		LIMITED INDUSTRIAL DISTRICT																		
Open	NE		NATURAL ESTUARY																		
Open	NR		NATURAL RESOURCE																		
Open	PR		PARK AND RECREATION																		
LDR	RA		0.6						13.2						0.0						
M	RA/MH		0.2						0.3						0.7	0.1					
C	RC		RURAL COMMERCIAL																		
LDR	RR		RURAL RESIDENTIAL DISTRICT																		
LDR	RR1		RURAL RESIDENTIAL (1 ACRE MINIMUM)																		
LDR	RR5		RURAL RESIDENTIAL (5 ACRE MINIMUM)																		
			20.5	35.6	0.0	45.7	14.3	16.7	6.6	112.6	11.4	2.7	0.0	0.0	63.7	31.9	6.0	0.0			

Redevelopment Acres

UGB Non City Acres			Redevelopable							
Zoning Type:			Ratio <= 0.5				Ratio <= 1			
			< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres
Lane County Zoning	Index	Zoning Type	Description							
C	C1		LIMITED COMMERCIAL DISTRICT							
C	C2		NEIGHBORHOOD COMMERCIAL DISTRICT							
C	CA		RURAL COMMERCIAL DISTRICT							
C	CT		TOURIST COMMERCIAL DISTRICT							
Open	F2		FOREST LAND DISTRICT							
I	M1		LIMITED INDUSTRIAL DISTRICT							
Open	NE		NATURAL ESTUARY							
Open	NR		NATURAL RESOURCE							
Open	PR		PARK AND RECREATION							
LDR	RA		SUBURBAN RESIDENTIAL DISTRICT							
M	RA/MH		SUBURBAN RESIDENTIAL / MOBILE HOME DISTRICT							
C	RC		RURAL COMMERCIAL							
LDR	RR		RURAL RESIDENTIAL DISTRICT							
LDR	RR1		RURAL RESIDENTIAL (1 ACRE MINIMUM)							
LDR	RR5		RURAL RESIDENTIAL (5 ACRE MINIMUM)							
			74.3	39.1	27.5	0.0	60.6	21.8	4.5	0.0
							140.9			86.8

Developed and Unbuildable Acres

		UGB Non City Acres	Developed				Unbuildable			
Zoning Type:			< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres	< 1 acre	1 to 5 acres	5 to 10 acres	> 10 acres
Lane County Zoning										
Index	Zoning Type	Description								0.0
C	C1	LIMITED COMMERCIAL DISTRICT								
C	C2	NEIGHBORHOOD COMMERCIAL DISTRICT	1.1	3.0			0.1	0.0		
C	CA	RURAL COMMERCIAL DISTRICT	0.1							
C	CT	TOURIST COMMERCIAL DISTRICT								
Open	F2	FOREST LAND DISTRICT		0.2				0.2		
I	M1	LIMITED INDUSTRIAL DISTRICT		3.2						
Open	NE	NATURAL ESTUARY								1.0
Open	NR	NATURAL RESOURCE	0.6							
Open	PR	PARK AND RECREATION	0.2							
LDR	RA	SUBURBAN RESIDENTIAL DISTRICT	87.1	1.5			0.2	4.6	8.1	1.8
M	RA/MH	SUBURBAN RESIDENTIAL / MOBILE HOME DISTRICT	126.7	0.9	4.7		1.2			
C	RC	RURAL COMMERCIAL								
LDR	RR	RURAL RESIDENTIAL DISTRICT	1.9	4.8			0.0			
LDR	RR1	RURAL RESIDENTIAL (1 ACRE MINIMUM)						0.0		
LDR	RR5	RURAL RESIDENTIAL (5 ACRE MINIMUM)								
			919.2	44.6	10.6	10.2	27.1	76.9	24.5	18.4
						984.5				146.8

DRAFT

Appendix I Florence City and UGB Zoning Assignment Assumptions

City of Florence Zoning			
Zoning	Gen. Class	Expected Use Type	Zoning Description
AD	Emp.	Industrial	AIRPORT DEVELOPMENT
C	Emp.	Commercial	COMMERCIAL
CV	Res.	Residential (low density)	COAST VILLAGE
H	Emp.	Commercial	HIGHWAY DISTRICT
I	Emp.	Industrial	PACIFIC VIEW BUSINESS PARK DISTRICT
IP	Emp.	Industrial	PACIFIC VIEW BUSINESS PARK DISTRICT
LI	Emp.	Industrial	LIMITED INDUSTRIAL
M	Emp.	Industrial	MARINE DISTRICT
MH	Res.	Residential (Mfg. homes)	MOBILE HOME/MANUFACTURED HOME
MSA	Emp.	Commercial	MAIN STREET
MSB	Emp.	Commercial	MAIN STREET/AREA B
NCD	Emp.	Commercial	NORTH COMMERCIAL DISTRICT
OS	Open Space	Open Space/Parks	OPEN SPACE
OTB	Mixed	Office/Service/Res	OLD TOWN DISTRICT
OTC	Mixed	Office/Service/Res	OLD TOWN AREA C
OTDA	Mixed	Office/Service/Res	OLD TOWN DISTRICT/AREA A
POI	Emp.	Office/Service	PROFESSIONAL OFFICE/INSTITUTIONAL
RM	Res.	Residential (medium density)	MULTIPLE FAMILY RESIDENTIAL
RR	Res.	Residential (low density)	RESTRICTED RESIDENTIAL
RS	Res.	Residential (low density)	SINGLE FAMILY RESIDENTIAL
SID	Emp.	Industrial	SERVICE/INDUSTRIAL DISTRICT
WF/M	Emp.	Industrial	WATERFRONT/MARINE

Lane County Zoning		
Index Assumption	Zoning Type	Description
C	C1	LIMITED COMMERCIAL DISTRICT
C	C2	NEIGHBORHOOD COMMERCIAL DISTRICT
C	CA	RURAL COMMERCIAL DISTRICT
C	CT	TOURIST COMMERCIAL DISTRICT
Open	F2	FOREST LAND DISTRICT
I	M1	LIMITED INDUSTRIAL DISTRICT
Open	NE	NATURAL ESTUARY
Open	NR	NATURAL RESOURCE
Open	PR	PARK AND RECREATION
LDR	RA	SUBURBAN RESIDENTIAL DISTRICT
M	RA/MH	SUBURBAN RESIDENTIAL / MOBILE HOME DISTRICT
C	RC	RURAL COMMERCIAL
LDR	RR	RURAL RESIDENTIAL DISTRICT
LDR	RR1	RURAL RESIDENTIAL (1 ACRE MINIMUM)
LDR	RR5	RURAL RESIDENTIAL (5 ACRE MINIMUM)

**CITY OF FLORENCE
PLANNING COMMISSION**

RESOLUTION PC 18 28 CPA 03

A RECOMMENDATION TO THE CITY COUNCIL TO AMEND THE FLORENCE REALIZATION 2020 COMPREHENSIVE PLAN, TABLE OF CONTENTS, APPENDICES 2 & 14, PART I: GOALS, OBJECTIVES, POLICIES, RECOMMENDATIONS AND BACKGROUND, AND CHAPTERS 2, 9, 10, AND 14 AND TO ADOPT THE BUILDABLE LANDS INVENTORY AND HOUSING NEEDS AND ECONOMIC OPPORTUNITIES ANALYSES AND ASSOCIATED POLICIES TO ADDRESS HOUSING WITHIN FLORENCE, ADDRESS CURRENT TRENDS IN HOUSING, AND THE NEED TO DIVERSIFY THE LOCAL HOUSING MARKET.

WHEREAS, Application was made by request of the City Council via their 2017/2018 City of Florence Work Plan, Council Goal 1, Community Development, Objective 3: Complete the Buildable Land Inventory and Housing and Employment Studies to amend the Florence Realization 2020 Comprehensive Plan, as required by FCC 10-1-3-C; and

WHEREAS, the notice was sent to the Department of Land Conservation and Development on August 30, 2018, more than 35 days prior to the first evidentiary hearing; and a notice of the public hearing noticed within the Siuslaw News, consistent with State law; and

WHEREAS, the Planning Commission met in a duly noticed public hearing on October 23, 2018 as outlined in Florence City Code 10-1-3-C, to consider the application, evidence in the record, and testimony received; and

WHEREAS, the Planning Commission determined per FCC 10-1-3, after review of the application, findings of fact, testimony and evidence in the record, that the proposal meets the criteria; and

NOW THEREFORE BE IT RESOLVED that the Planning Commission of the City of Florence finds based on the Findings of Fact and evidence in record:

The proposed comprehensive plan amendments shown in Exhibit “B”, meet the applicable criteria in Florence City Code, the Florence Realization 2020 Comprehensive Plan, Oregon Revised Statutes, and the Oregon Planning Goals implemented through the Oregon Administrative Rules. The Planning Commission recommends approval of the comprehensive plan amendments to the Florence City Council.

ADOPTED BY THE FLORENCE PLANNING COMMISSION
this 23rd day of October, 2018.

JOHN MURPHEY, Chairperson
Florence Planning Commission

DATE

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 5
Meeting Date: November 5, 2018
Department: Public Works

ITEM TITLE: Conduct a public hearing for the creation of the Highway 101 East Sanitary Sewer Reimbursement District.

DISCUSSION/ISSUE:

City staff have been developing a project that will extend sanitary sewer to unsewered properties along the east side of Hwy 101 between the 52nd St. sewer pump station and Heceta Beach Road. This project is at the request of the property owners in this area and the City Council has included this project in the current work plan including limited funding in the biennium 2017-19 budget. Limited funding meaning that this project needs a certain level of property owner participation (monetarily) in order to be constructed.

The City is requesting the formation of a Reimbursement District (RID) to recover a portion of the costs. There are nine properties that will receive direct benefit from the construction of the infrastructure improvements.

On October 8, 2018, Public Works presented a detailed staff report in accordance with FCC 8-5-1-3. Council directed that a public hearing be held on the proposed RID consistent with the Public Works Director's report. The City did give notice of the public hearing which complied with FCC 8-5-1-4; notice was sent to the affected property owners and a public notice was published in the Siuslaw News on 27th of October, 2018.

The proposed district area consists of the following nine benefiting properties: Map Reference Number 18-12-14-20, Tax Lots 00101 and 00102; Map Reference Number 18-12-11-33, Tax Lots 00800, 00900, 01200, 01300, 01400, 01800, and 01900. These properties will reimburse the City at the time of development or upon annexation, if the development or annexation takes place within 15 years after the RID is created. The 15 year expiration of the RID means that there is a possibility that the City will not be fully reimbursed for the sewer improvements.

Of the above benefitting properties, five are currently outside of the city limits. Four of those five property owner(s) have consented to annexation and participation in this project and have agreed to sign an annexation and development agreement. The district will be made up of all nine properties at the time of the public notice of the hearing.

The City Engineers provided preliminary estimates for construction of sanitary sewer improvements along the eastern portion of Highway 101. The estimated total cost for design, surveying, construction, construction management and contingency of sanitary sewer improvements is approximately \$433,000. The City's contribution is \$195,000 of the associated costs.

The proposed assessments are based on two different variables. These variables include the cost of the improvements and the amount of parcel street frontage. Lots with more street frontage pay more than those with less. For those properties wishing to participate now in the RID, their share of the project total costs are \$238,000 divided by the Hwy 101 assessment frontage (1,498 lineal feet) equals \$158.88 assessment per foot of frontage along Hwy 101. For those properties that do not enter into an 'Advance Financing Agreement' or an 'Annexation/Development Agreement' will pay the fully loaded costs of the project when they develop or connect to the sanitary sewer system. The fully loaded costs are \$289.05 per lineal foot of frontage along Hwy 101.

Notice of this hearing was provided as outlined in 8-5-1-4. As of this writing, no written comments have been received. Reimbursement districts are considered as one of the financial tools available to ensure that all benefited properties contribute fairly to the cost of the needed public improvements. The reimbursement district is established by resolution and becomes effective on the date that the City Council adopts the resolution forming the district.

Within three months after completion and acceptance of the improvements by the City, the Public Works Director shall review the actual costs and prepare a written report for the City Council. The Council shall consider the report and either direct that a public hearing be held on the completed improvements or modify the report on the completed improvements in the reimbursement district and direct that notice consistent with the requirements of Section 8-5-1-4 of the hearing be given for the final project reimbursement schedule. Following the final public hearing, the City Council shall have the authority to approve, rescind, or modify the reimbursement and place liens against the benefited properties.

FISCAL IMPACT:

The project will be paid for by the city, with cost recovery from the benefiting properties occurring upon connection to services, development or redevelopment of their property over the next 15 years.

RELEVANCE TO ADOPTED COUNCIL GOALS:

- City Service Delivery – improving the delivery of cost effective and efficient services by implementing the Water and Sewer CIP to areas that have had economic challenges. Specifically Objective in the Council Goals.
- Livability & Quality of Life – being responsive to our community's needs with safe, efficient, effective and sustainable service delivery.
- Economic Development – by leveraging private property owner's contributions to a larger project and utilizing SDC's to assist in paying for qualifying costs of excess capacity which lowers the overall costs to the individual property owner. These project should eliminate a large road block to development and allow properties to develop to their highest and best use.
- Communication & Trust – strengthening citizen trust by cooperatively working with property owners for the logical extension of City utilities.

- Financial & Organizational Sustainability – constructing infrastructure that supports current and future needs.

ALTERNATIVES:

1. Adopt a resolution forming the Highway 101 East Sanitary Sewer Reimbursement District consistent with this report, that assesses benefiting properties described Map Reference Number 18-12-14-20, Tax Lots 00101 and 00102; Map Reference Number 18-12-11-33, Tax Lots 00800, 00900, 01200, 01300, 01400, 01800, and 01900.; and take other actions noted in the Florence City Code related to property owner notice and filing notice with the County Assessors Office; or
2. Modify the proposed district by revising the scope of improvements, reducing or enlarging the boundaries of the district, changing the assessment methodology, or making other modifications as it finds reasonable; or
3. Do not adopt a resolution forming a reimbursement district if the district is not in the best interest of the city; or
4. Direct Staff to acquire additional information and return for Council action.

RECOMMENDATION:

Adopt Resolution 20, Series 2018 creating a reimbursement district for Highway 101 East Sanitary Sewer improvements between 52nd Street and Heceta Beach Road, consisting of Map Reference Number 18-12-14-20, Tax Lots 00101 and 00102; Map Reference Number 18-12-11-33, Tax Lots 00800, 00900, 01200, 01300, 01400, 01800, and 01900; and take other actions noted in the Florence City Code related to property owner notice and filing notice with the County Assessors Office.

AIS PREPARED BY: Mike Miller, Public Works Director

CITY MANAGER'S RECOMMENDATION:

Approve Disapprove Other
Comments: *ER Reynolds*

ITEMS ATTACHED:

Resolution 20, Series 2018
Exhibit A – Map of Highway 101 East Sanitary Sewer RID
Exhibit B - Costs per Property within the District
Florence City Code Title 8 Chapter 5 Link:
http://www.ci.florence.or.us/sites/default/files/fileattachments/mayor_and_council/page/691/title_8_chapter_5_reimbursement_districts.pdf

**CITY OF FLORENCE
RESOLUTION NO. 20, SERIES 2018**

**A RESOLUTION ESTABLISHING A SEWER REIMBURSEMENT DISTRICT
FOR EAST SIDE OF HWY 101 BETWEEN 52nd STREET AND HECETA BEACH ROAD**

RECITALS:

1. The City of Florence is requesting the establishment of a reimbursement district for sanitary sewer improvement along the east side of Hwy 101 between 52nd Street and south of Heceta Beach Road.
2. The City Council has determined a need to extend the sanitary sewer system along the east side of Hwy 101 between 52nd Street and south of Heceta Beach Road where currently no sewer improvements exist.
3. The City Council considered the Public Works Directors' written report on October 8, 2018 in compliance with Florence City Code 8-5-1-3 that described the proposed improvements, area to be considered within the district, estimated costs of the improvements, and the methodology for spreading the cost among the parcels within the reimbursement district. The City Council finds that the described methodology for spreading the reimbursement fees to be reasonable and fair given the benefits of the project provided to each property. The Public Works Directors' report is incorporated herein.
4. Notice of the public hearing complying with FCC 8-5-1-4 was sent to the affected property owners and a public notice was published in the Siuslaw News on October 27, 2018.
5. The City Council held a public hearing pursuant to FCC 8-5-1-5 on November 5, 2018 at the time and place stated in the public notice and after being fully advised by the testimony and reports presented at the hearing determined to proceed with the establishment of a proposed reimbursement district for the construction of sanitary sewer improvement along the east side of Hwy 101 between 52nd Street and south of Heceta Beach Road.

Based on these findings,

THE CITY COUNCIL OF THE CITY OF FLORENCE RESOLVES AS FOLLOWS:

1. There is hereby established a reimbursement district comprised of properties abutting the east side of Hwy 101 between 52nd Street and south of Heceta Beach Road. The proposed district area consists of the following nine benefiting properties as described as Assessor's Map Reference Number 18-12-14-20, Tax Lots 00101 and 00102; Map Reference Number 18-12-11-33, Tax Lots 00800, 00900, 01200, 01300, 01400, 01800, and 01900. A map of the reimbursement district boundaries is attached as Exhibit A.
2. Improvements will be constructed within the ODOT right-of-way of Hwy 101, between 52nd Street and south of Heceta Beach Road consisting of 1,498 linear feet of 12-inch sewer main and associated manholes, and service extensions.

3. As the applicant for the reimbursement district, the City will pay for all of the improvements, including project management. The current estimated costs of the project are \$433,000. Of the \$433,000, nine benefiting properties Assessor's Map Reference Number 18-12-14-20, Tax Lots 00101 and 00102; Map Reference Number 18-12-11-33, Tax Lots 00800, 00900, 01200, 01300, 01400, 01800, and 01900 will contribute reimbursement fees in the total amount of \$238,000, apportioned by lineal footage of street frontage along Hwy 101. The reimbursement fees will be paid to the City upon connection to the system, development, redevelopment, and/or annexation of their properties as applicable, as provided in FCC 8-5-1-12. The City's right of reimbursement shall not extend beyond fifteen (15) years from the District formation, up to and including November 5, 2033.
4. The reimbursement fees are based on two different variables: cost of the improvements and the amount of street frontage along Hwy 101 for each parcel. The fees for each property are listed on the attached Exhibit B. Reimbursement fee adjustment pursuant to FCC 8-5-1-13 shall be made by the City. The fee adjustment shall be based on the Engineering News Record (ENR) 20-City Composite Construction Cost Index and shall be the difference between the ENR beginning one year after the completion of the project and the ENR for the month in which any of the actions in FCC 8-5-1-12 are approved and which require payment of the reimbursement fee.
5. The reimbursement fees shall be charged against specially benefited property for a capital construction project, shall be limited to the cost of construction and engineering, not exceed actual cost, are for bestowal of a special benefit to specific property or to rectify a problem caused by specific property, and shall be payable upon the initiation of development activities identified in FCC 8-5-1-12 of the specially benefited properties. Therefore, the reimbursement fees to be levied for these improvements shall not result in an assessment upon or a lien against real property and the reimbursement fees collected by the City are not taxes subject to the property tax limitation in Article XI, Section 11b, of the Oregon Constitution.
6. The City shall notify all property owners within the district of the adoption of this reimbursement district resolution. The City Recorder shall cause this Resolution to be filed with the County Assessor and recorded in the real property records for Lane County so as to provide notice to potential purchasers of property within the district. The recording shall not create a lien.
7. Within three months after completion and acceptance of the improvements by the City, the Public Works Director shall review the actual costs and prepare a written report for the City Council. The Council shall consider the report and either direct that a public hearing be held on the completed improvements or modify the report on the completed improvements in the reimbursement district and direct that notice consistent with the requirements of FCC 8-5-1-4 of the hearing be given for the final project reimbursement schedule. Following the final public hearing, the City Council shall have the authority to approve, rescind, or modify the reimbursement and place liens against the benefited properties.

8. Except as this Resolution makes express, the reimbursement district shall be governed by the provisions of FCC Chapter 8-5.
9. This Resolution is effective upon adoption, and the date of formation of the reimbursement district shall be the effective date of this Resolution.

ADOPTION:

This Resolution is passed and adopted on the 5th day of November, 2018.

Joe Henry, Mayor

Attest:

Kelli Weese, City Recorder

EXHIBIT A

Highway 101 East Sanitary Sewer Reimbursement District



EXHIBIT B

Highway 101 East Sanitary Sewer Reimbursement District Costs per Property within the District

<i>Taxlot</i>	<i>Owner's Name</i>	<i>Lineal Feet of Frontage</i>	<i>Area in Acres</i>	<i>Area in Square Feet</i>	<i>Cost share for each property based on frontage</i>	<i>Total cost per property including City's contribution to project</i>
1812113300800	87675 Hwy 101 LLC	234	3.485927	151,847	\$ 37,178	\$67,638.18
1812113300900	Hoberg, James	100	1.488499	64,839	\$ 15,888	\$28,905.21
1812113301200	Rogato, George	100	1.487519	64,796	\$ 15,888	\$28,905.21
1812113301300	Charles A & Donna S Gesik Family Trust	132	2.145947	93,477	\$ 20,972	\$38,154.87
1812113301400	Covey Family Trust	104	1.512537	65,886	\$ 16,523	\$30,061.42
1812113301800	Hale, Claudia Joan Etal	198	2.948968	128,457	\$ 31,458	\$57,232.31
1812113301900	Hale, Claudia Joan Etal	350	5.158955	224,724	\$ 55,607	\$101,168.22
1812142000102	Mullins, Patricia N	136	0.77	33,541	\$ 21,607	\$39,311.08
1812142000101	Mullins, Patricia N	144	0.84	36,590	\$ 22,879	\$41,623.50
TOTALS		1,498	18.22835	864,158	\$ 238,000	\$433,000.00

Cost per lineal foot of frontage with SDC Contribution	\$158.88
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AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 6
Meeting Date: November 5, 2018
Department: City Manager

ITEM TITLE: Sale of Property within the Pacific View Business Park

DISCUSSION/ISSUE:

Before the City Council this evening, is the consideration on the sale of Lot #22 within the Pacific View Business Park. Oregon State Law requires jurisdictions to hear from constituents in a public hearing prior to the sale of public property to private parties.

The City Council will hold a public hearing considering the sale of the property, and will deliberate on such testimony received and consider the sale of property under the following terms:

Lot #22: Located along Pacific View Drive just south of Stonefield Investments, LLC (TL 18-12-22-13-00300)	
Proposed Buyer:	Stonefield Investments, LLC
Proposed Sale:	\$1.42/sq. ft. for 91,912 sq/ft = \$130,515

Evidence of Property Value

The City of Florence has sold three lots within the Pacific View Business Park in the last year and a half:

- Late 2016 – Lot #30 sold to Top Hydraulics for \$1.42 / sq. ft. for a total of \$110,000
- Late 2017 – Lot # 23 sold to Stonefield Investments, LLC for \$1.42 / sq. ft. for a total of \$66,185
- Late 2017 – Lot #27 sold to Component Central Inc. for \$1.42 / sq. ft. for a total of \$48,865

Given the limited number of comparable industrial property sales not only in Florence, but in comparable cities in Lane County, this prior year sales marks the most current information available evidencing the market value of the property. Prior to the sale of lots in the Pacific View Business Park, in 2016 the City consulted with Commercial Realtor John Brown, of Evans, Elder & Brown Inc. in order to perform a market analysis of comparable industrial sales in Lane County (Attachment 2). This market analysis indicated a comparable price of \$1 - \$2/ sq. ft. The proposed sales price of \$1.42/sq. ft. is within this estimated value range.

FISCAL IMPACT:

Should the City Council choose to sell the lot at the prices proposed, the City will obtain \$130,515. All proceeds of potential sale shall be utilized within the City of Florence Municipal Airport Fund.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 1: City Service Delivery
Goal 3: Economic Development

-
- ALTERNATIVES:**
1. Authorize the City Manager to execute a sales agreement
 2. Do not authorize the City Manager to execute a sales agreement
 3. Postpone deliberation to allow for additional information

RECOMMENDATION:

Authorize the sale of Lot #22 within the Pacific View Business Park to Stonefield Investments, LLC, owner / operator Robbie Wright in the amount of \$130,515 and authorize the City Manager to sign and execute the transaction on behalf of the City.

AIS PREPARED BY: Kelli Weese, City Recorder / Economic Development Coordinator – on behalf of Erin Reynolds, City Manager

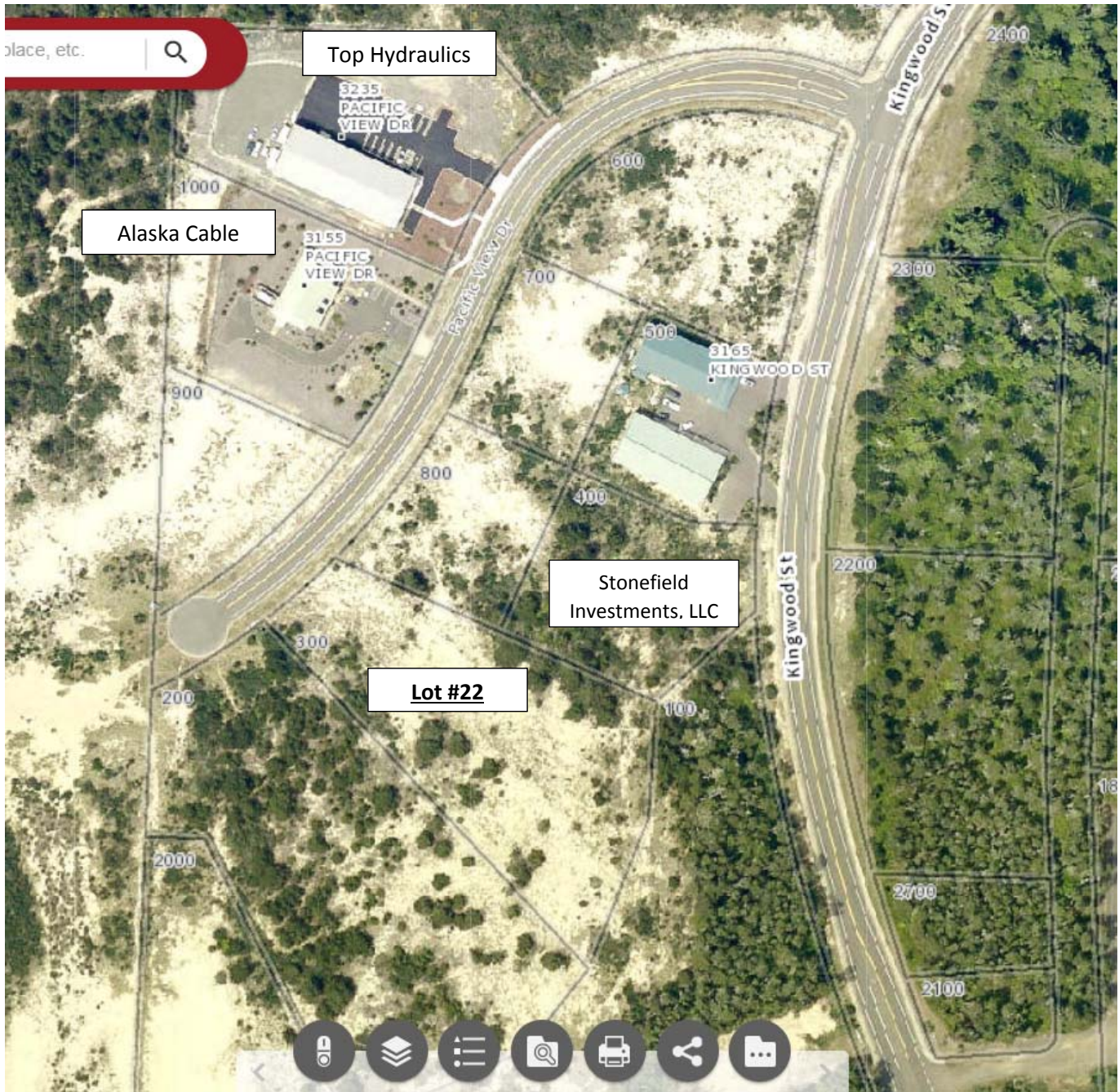
CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments:

ER Reynolds

ITEM'S ATTACHED:

- Attachment 1: Pacific View Business Park Map
- Attachment 2: Memo from John Brown dated 10.3.16
- Attachment 3: Lot #22 property information



Market analysis submitted to Erin Reynolds, Florence City Manager

To: Erin Reynolds, City Manager
From: John Brown, City of Florence Realtor of Record
Date: October 3, 2016

You have asked that I assemble pertinent data so as to provide input on the proposed sale price of Lot 30 of the Pacific View Business Park owned by the City of Florence.

As I have indicated earlier there is very little sales activity of industrial sites on the Oregon Coast from which to make meaningful comparisons. In addition there is the appraisal theory of the Principle of Substitution that states no one would pay more for a property that the cost of acquiring an equally desirable substitute property.

The gross sale price of lot 30 is \$110,000 or approximately \$1.42 sq. ft. The rebate incentives are not atypical in markets where incentives are more the rule than the exception, as areas such as Florence are challenging to motivate developers or investors to create new building inventory.

As evidenced by the sales and listing data on the attached chart, you can see that the unit prices vary from location, size and amenities available to each individual site. In addition to the list of listings and sales, I have included a sales/listing summary from a 2013 appraisal done by the leading appraisal firm on the coast which was analyzing industrial land in Newport for Central Lincoln PUD.

I have included this only to demonstrate the lack of relevant data to major coastal communities as there was only 1 verified transaction in the City of Newport and that was for \$2.07 sq. ft and although a higher unit price than you are contemplating for Lot 30, you will note that the property had been on the market for an extended period of time and the seller had just wanted to dispose of the property.

While a direct comparison of any of the items of market data to the subject Lot 30 would be extremely subjective you can see that the preponderance of the data suggests a unit price below \$2.00 sq. ft and above \$1.00 sq. ft.

That said it is my opinion that in essence you are starting to “make the market” by offering incentives to induce development into the Pacific View Business Park and as such it is also my opinion that the agreed upon price is representative of a unit price felt necessary to entice a development on the subject parcel.

Hopefully this has been helpful however if you want additional detail please advise and we can try to elaborate further.

Respectfully submitted on October 3, 2016



John Brown
Evans, Elder & Brown, Inc.
101 East Broadway, Suite 101
Eugene, Oregon 97401

(541) 345-4860 phone
(541) 345-9649 fax
www.eebcre.com

Licensed in the State of Oregon • Initial Agency Disclosure

SUMMARY OF LAND SALES DATA

Sale No.	Date	Zone	Total Price	Type	Value	Total		Usable Land		Price Square Foot	Description	Comments
						Land in Acres	Usable Land in Acres	in Feet	in Square			
Listing 1	Current	C-2	\$ 239,900	Commercial Land	\$ 239,900	2.09	1.70	74,052	\$ 3,241	13-12-25-AA-01129 Unassigned US 101 Waldport, Oregon	Oregon Coast Community College - Owner US Highway 101 frontage with likely access from rear frontage road Commercial Zoning	
Verified through MLS and broker												
Listing 2	Current	I-P	\$ 799,000	Industrial Land	\$ 799,000	6.22	6.22	270,943	\$ 2,951	13-11-31-B0-00705 W/S Crestine Drive Waldport, Oregon	Lee Arce Development Co. - Owner Developed road for rear entry to the site with good visibility on Crestine Drive	
Verified through MLS and broker												
Listing 3	Current	I-P	\$ 69,888	Industrial Land	\$ 69,888	0.92	0.92	40,075	\$ 1,741	13-11-31-B0-00900 W/S Crestine Drive Waldport, Oregon	Hoxjes and Potts - Owners Industrially zoned land with aerial frontage	
Verified through MLS and broker												
1	8/12/2013	L-1	\$ 75,000	Industrial Land	\$ 75,000	1.01	0.83	36,155	\$ 2,071	10-11-20-BB-00502 Vacant lot with infrastructure Newport, Oregon	Maguire to Wright Northgate Industrial Park Single Lot seller under duress	
Verified with buyer												
2	5/27/2011	IND	\$ 1,337,100	Usable Land	\$ 1,334,072	26.56	26.56	1,156,954	\$ 1,151	25-13-07-102 and part 25-13-18-100 & 201 Total Land	Oregon International Port of Coos Bay to Southport Chipco, LLC North of west of North Bend on North Spit	
Verified by representative of buyers												
3	2/28/11	M-1	\$ 350,000	Industrial Land	\$ 350,000	4.08	4.08	177,725	\$ 1,971	02-09-04-00-00892 Blimp Boulevard Port of Tillamook Facilities	Tillamook School District to School District granted land when former air base closed	
Verified by buyer												
4	8/26/08	M-1	\$ 362,988	Industrial Land	\$ 362,988	7.67	7.67	334,165	\$ 1,091	02-09-04-00-00809 Blimp Blvd. and Long Prairie Rd Port of Tillamook Facilities	Port of Tillamook Bay to Flying C LLC Buyer previously built mini-warehouse storage buildings on-site for the Port to operate	
Verified by seller												
5	8/19/08	Farm	\$ 225,000	Unimproved Land	\$ 225,000	3.64	3.64	158,538	\$ 1,421	01-10-13-D-01401 Unassigned US 101 Tillamook, Oregon	Bequist to Borrough Former farm land at SE corner of US 101 and Suppress Rd - cont. for existing septic	
Verified with buyer												
Subject		L-1		Industrial		6.11	5.27	229,561		10-11-20-BB-503,504,505,506,507,508 Northgate Industrial Park Newport, Oregon	Rocky Mountain Elk Foundation, LLC Vacant, unimproved industrial tract	

Attachment 3

Detailed Property Report

Site Address N/A
Map & Taxlot# 18-12-22-13-00300
SIC N/A
Tax Account# 1620952

Property Owner 1
 CITY OF FLORENCE
 250 HWY 101
 FLORENCE, OR 97439
 Tax account acreage 2.11
 Mapped taxlot acreage[†] 2.11

[†] Mapped Taxlot Acreage is the estimated size of a taxlot as derived from the county GIS taxlot layer, and is not to be used for legal purposes.

Map & Taxlot # 18-12-22-13-00300



Business Information

RLID does not contain any business data for this address

Improvements

No assessor photos, assessor sketches or building characteristic information is available for this tax account.

Site Address Information

No site address associated with this tax account number

General Taxlot Characteristics

Geographic Coordinates
 X 3970839 Y 868370 (State Plane X,Y)
Latitude 43.9930 **Longitude** -124.1125

Zoning
Zoning Jurisdiction Florence
 Florence
Parent Zone PVBP Pacific View Business Park

Land Use
General Land Use
Code Description
 V Vacant
Detailed Land Use
Code Description
 9100 Vacant, Unused, Undeveloped Land

Taxlot Characteristics
 Incorporated City Limits Florence
 Urban Growth Boundary Florence
 Year Annexed N/A
 Annexation # N/A
 Approximate Taxlot Acreage 2.11
 Approx Taxlot Sq Footage 91,912
 Plan Designation Business/Industrial Park
 Eugene Neighborhood N/A
 Metro Area Nodal Dev Area No
 Septic No
 Well No
 Landscaping Quality data not available
 Historic Property Name N/A
 City Historic Landmark? No
 National Historical Register? No

Service Providers

Fire Protection Provider	Siuslaw Valley Fire & Rescue
Ambulance Provider	Western Lane Ambulance
Ambulance District	WE
Ambulance Service Area	Western
LTD Service Area?	No
LTD Ride Source?	No
Soil Water Cons. Dist/Zone	Siuslaw / 1
Emerald People's Utility District	N

Environmental Data

FEMA Flood Hazard Zone				
Code Description				
X	Areas determined to be outside of 500-year flood.			
FIRM Map Number	41039C1426F			
Community Number	410123			
Post-FIRM Date	05/17/1982			
Panel Printed?	Yes			
Soils				
Soil Map Unit#	Soil Type Description	% of Taxlot	Ag Class	Hydric %
44	Dune land	100%	8	3
140	Yaquina loamy fine sand	0%	4	85

Schools

	Code	Name
School District	97J	Siuslaw
Elementary School	609	Siuslaw
Middle School	608	Siuslaw
High School	610	Siuslaw

Political Districts

Election Precinct	4601	State Representative District	9
City Council Ward	N/A	State Representative	Caddy McKeown
City Councilor	N/A	State Senate District	5
County Commissioner District 1 (West)		State Senator	Arnie Roblan
County Commissioner	Jay Bozievich		
EWEB Commissioner	N/A		
LCC Board Zone	1		

Census Information

The information provided below is only a small sampling of the information available from the US Census Bureau. The links at the end of each section below will take you to source tables at American Fact Finder, with additional details. Those links will take you to the most current estimates, but estimates for several previous years will also be available.

To view more Census detail about this tract, visit [Census Reporter](#).

Demographic Characteristics	Tract 0705		Florence		Lane County		Oregon	
	<u>Estimate</u>	<u>Margin of Error</u>	<u>Estimate</u>	<u>Margin of Error</u>	<u>Estimate</u>	<u>Margin of Error</u>	<u>Estimate</u>	<u>Margin of Error</u>
Total Population	3,810	+/-259	8,597	+/-23	360,273	*****	3,982,267	*****
Percent age 5 and Under	2.2%	+/-1.3	4.0%	+/-1.2	5.0%	*****	5.8%	+/-0.1
Percent Age 18 and Over	86.2%	+/-3.1	87.0%	+/-2.0	80.9%	*****	78.4%	+/-0.1
Percent Age 65 and Over	34.1%	+/-4.9	40.3%	+/-3.2	17.3%	+/-0.1	15.9%	+/-0.1
Median Age	57.1	+/-2.7	60.1	+/-2.1	39.3	+/-0.2	39.1	+/-0.1

For a complete breakdown of population by age, gender, race, ethnicity and more, visit [American Fact Finder](#).

Housing Characteristics	Tract 0705		Florence		Lane County		Oregon	
	<u>Estimate</u>	<u>Margin of Error</u>	<u>Estimate</u>	<u>Margin of Error</u>	<u>Estimate</u>	<u>Margin of Error</u>	<u>Estimate</u>	<u>Margin of Error</u>
Occupied Housing Units	1,894	+/-134	4,293	+/-184	146,692	+/-720	1,545,745	+/-4,059
Vacant Housing Units	323	+/-126	845	+/-210	11,545	+/-668	160,545	+/-4,132
Percent Owner Occupied Housing Units	51.1%	+/-6.7	62.0%	+/-4.4	58.8%	+/-0.6	61.4%	+/-0.3
Percent Renter Occupied Housing Units	48.9%	+/-6.7	38.0%	+/-4.4	41.2%	+/-0.6	38.6%	+/-0.3
Homeowner Vacancy Rate	2.6%	+/-4.2	2.0%	+/-2.3	1.6%	+/-0.3	1.6%	+/-0.1
Rental Vacancy Rate	3.3%	+/-4.3	8.7%	+/-4.9	3.6%	+/-0.6	3.8%	+/-0.2
Median House Value (dollars)	145,800	+/-9,902	180,900	+/-10,996	221,000	+/-2,536	247,200	+/-962
Median Monthly Mortgage (dollars)	934	+/-100	1,110	+/-66	1,427	+/-17	1,563	+/-5
Median Monthly Rent (dollars)	764	+/-78	796	+/-87	885	+/-10	941	+/-4

For a complete breakdown of housing by tenure, number of bedrooms, year built and more, visit [American Fact Finder](#).

Economic Characteristics	Tract 0705		Florence		Lane County		Oregon	
	<u>Estimate</u>	<u>Margin of Error</u>	<u>Estimate</u>	<u>Margin of Error</u>	<u>Estimate</u>	<u>Margin of Error</u>	<u>Estimate</u>	<u>Margin of Error</u>
Median Household Income (dollars)	31,517	+/-3,829	32,842	+/-2,565	45,222	+/-822	53,270	+/-327
Unemployment Rate	6.3%	+/-4.0	11.0%	+/-3.3	8.7%	+/-0.5	8.1%	+/-0.2
Poverty Rate	16.1%	+/-4.9	17.4%	+/-4.0	19.7%	+/-0.8	15.7%	+/-0.2

For a complete breakdown of incomes, poverty, employment, commute patterns and more, visit [American Fact Finder](#).

Social Characteristics	Tract 0705		Florence		Lane County		Oregon	
	<u>Estimate</u>	<u>Margin of Error</u>	<u>Estimate</u>	<u>Margin of Error</u>	<u>Estimate</u>	<u>Margin of Error</u>	<u>Estimate</u>	<u>Margin of Error</u>
Percent Bachelor Degree or Higher	21.3%	+/-4.8	21.3%	+/-3.1	28.7%	+/-0.5	31.4%	+/-0.2
Percent High School Graduate or Higher	89.5%	+/-5.2	90.7%	+/-2.6	91.1%	+/-0.5	90.0%	+/-0.2

For a complete breakdown of educational attainment, school enrollment, marital status, ancestry and more, visit [American Fact Finder](#).

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

Explanation of Symbols:

An '*****' entry in the margin of error column indicates that the estimate is controlled, and a margin of error is not provided.

Liens

None

Building Permits

Please check the [State of Oregon ePermitting System](#).

Land Use Applications

RLID does not contain any landuse application data for this jurisdiction

Petitions

RLID does not contain any petition data for this jurisdiction

Tax Statements & Tax Receipts

Account#: 1620952
View tax statement(s) for: [2018 2017](#)

<u>Tax Receipts</u>					
Receipt Date	Amount Received	Tax	Discount	Interest	Applied Amount
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Data source: Lane County Assessment and Taxation

Owner/Taxpayer

Owners

Owner	Address	City/State/Zip
CITY OF FLORENCE	250 HWY 101	FLORENCE, OR 97439

Taxpayer

Party Name	Address	City/State/Zip
CITY OF FLORENCE	250 HWY 101	FLORENCE, OR 97439

Data source: Lane County Assessment and Taxation

Account Status

Status Active Account Current Tax Year

Account Status	none
Remarks	none
Special Assessment Program	N/A

Data source: Lane County Assessment and Taxation

General Tax Account Information

Tax Account Acreage	2.11
Fire Acres	N/A
Property Class	300 - Industrial, vacant
Statistical Class	N/A
Neighborhood	90301 - Florence Industrial
Category	Land and Improvements

Data source: Lane County Assessment and Taxation

Township-Range-Section / Subdivision Data

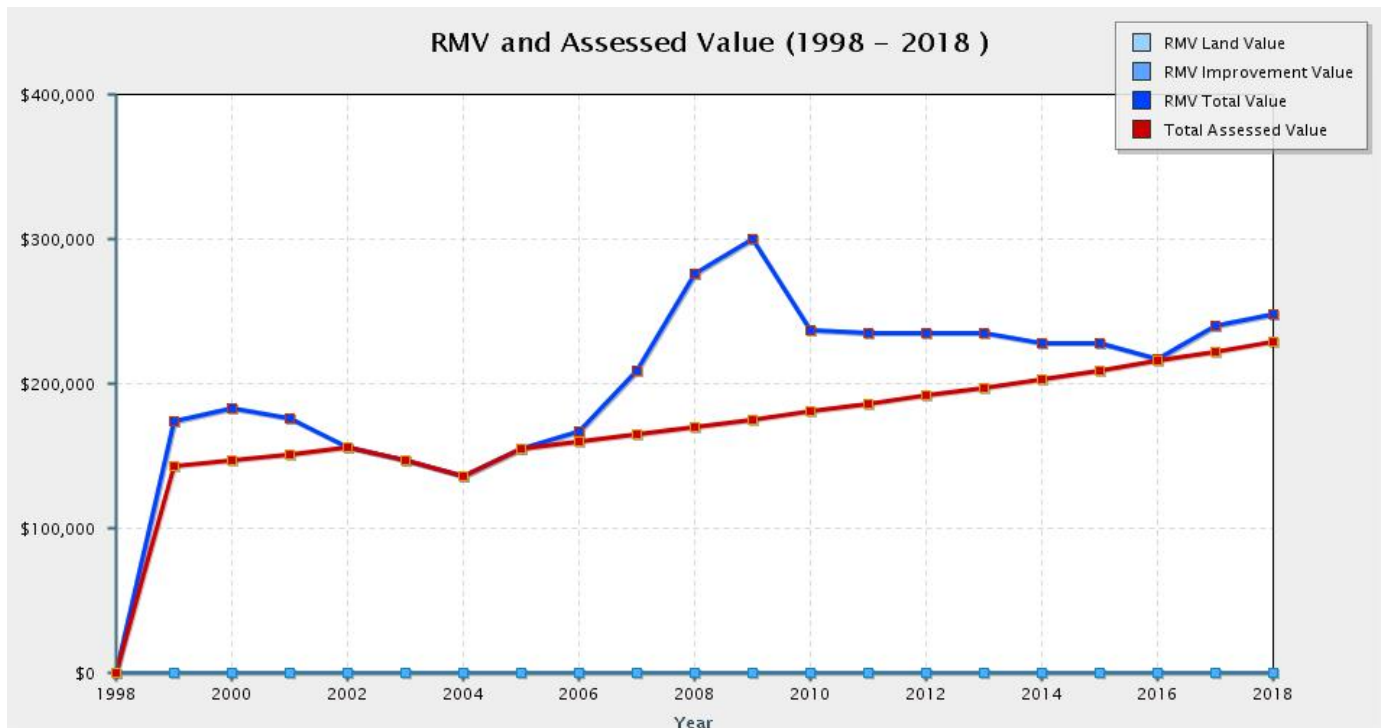
Subdivision Type	Subdivision Plat	Subdivision Name	Industrial Park	Subdivision Number	N/A
Phase	N/A	Lot/Tract/Unit #	Parcel 22 TL 00300	Recording Number	75/624-626

Data source: Lane County Assessment and Taxation

Property Values & Taxes

The values shown are the values certified in October unless a value change has been processed on the property. Value changes typically occur as a result of appeals, clerical errors and omitted property. The tax shown is the amount certified in October. This is the full amount of tax for the year indicated and does not include any discounts offered, payments made, interest owing or previous years owing. It also does not reflect any value changes.

Year	Real Market Value (RMV)			Total Assessed Value	Tax
	Land	Improvement	Total		
2018	\$247,599	\$0	\$247,599	\$228,710	\$ 0.00
2017	\$240,388	\$0	\$240,388	\$222,049	\$ 0.00
2016	\$216,566	\$0	\$216,566	\$215,582	\$ 0.00
2015	\$227,965	\$0	\$227,965	\$209,303	\$ 0.00
2014	\$227,965	\$0	\$227,965	\$203,207	\$ 0.00
2013	\$235,016	\$0	\$235,016	\$197,288	\$ 0.00
2012	\$235,016	\$0	\$235,016	\$191,542	\$ 0.00
2011	\$235,016	\$0	\$235,016	\$185,963	\$ 0.00
2010	\$237,390	\$0	\$237,390	\$180,547	\$ 0.00
2009	\$300,494	\$0	\$300,494	\$175,288	\$ 0.00
2008	\$275,683	\$0	\$275,683	\$170,183	\$ 0.00
2007	\$208,851	\$0	\$208,851	\$165,226	\$ 0.00
2006	\$167,081	\$0	\$167,081	\$160,414	\$ 0.00
2005	\$155,425	\$0	\$155,425	\$155,425	\$ 0.00
2004	\$136,338	\$0	\$136,338	\$136,338	\$ 0.00
2003	\$146,600	\$0	\$146,600	\$146,600	\$ 0.00
2002	\$156,500	\$0	\$156,500	\$155,742	\$ 0.00
2001	\$175,843	\$0	\$175,843	\$151,206	\$ 0.00
2000	\$183,170	\$0	\$183,170	\$146,802	\$ 0.00
1999	\$174,450	\$0	\$174,450	\$142,526	\$ 0.00
1998	\$0	\$0	\$0	\$0	\$ 0.00



Current Year Assessed Value \$228,710
 Less Exemption Amount * (\$228,710)
 Taxable Value **\$0**

* Frozen Assessed Value

Exemption Type Cities and Towns

Data source: Lane County Assessment and Taxation

Tax Code Area & Taxing Districts

Tax Code Area (Levy Code) for current tax year 09700

Taxing Districts for TCA 09700

CENTRAL LINCOLN PUD
City of Florence
Lane Community College
Lane County
Lane Education Service District
Port of Siuslaw
Siuslaw Public Library District
Siuslaw School District 97J
Siuslaw Valley Fire & Rescue
Urban Renewal Agency of City of Florence
Western Lane Ambulance District

****NOTE** Lane County Assessment and Taxation Tax Code Area & Taxing Districts reflect the current certified year. The **Billing Rate Document** may still reference the prior year's rates and details until we receive the current report from Lane County.

Data source: Lane County Assessment and Taxation

Sales & Ownership Changes

No sales or ownership change data available.

Data source: Lane County Assessment and Taxation

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 7
Meeting Date: November 5, 2018
Department: Administration

ITEM TITLE: Committee & Commission Code & Policies

DISCUSSION/ISSUE:

One of the tasks within the 2017-18 City of Florence work plan was to review the City's committee structure and mission and modify where appropriate in order to ensure that the City's committees are serving the best interests of the City and furthering its objectives.

The City of Florence City Council met in four work sessions to review the overall direction of the City's Committee and Commission program. These updates seek to ensure that the Committees of the City Council are working towards the objectives of the City Council and are professional representatives of the City.

These amendments serve to:

- Provide clarity for the Council, members, and public concerning the **role of the City's Committees** within the City's overall government
- **Amend the number and type of Committees** supervised by the City Council in order to ensure the Committee's scope and purpose is broad enough to ensure the committee has a wide variety of projects and encouraging Committees to break into smaller groups to complete tasks. This is proposed to be accomplished through:
 - Combining and expanding the roles of the Airport Advisory Committee and Transit Advisory Committee into a new **Transportation Committee**.
 - Combining and expanding the roles of the Housing Committee, Economic Development Committee and Parks Committee into a new **Community & Economic Development Committee**.
 - Expanding the role of the Environmental Management Advisory Committee to include the purpose and role of the Tree Board and Noxious Weeds removal
 - Establishing the City of Florence Audit Committee as an Ad-Hoc Committee
- **Simplify the Membership requirements** of all the committees including number of members and residency requirements
- **Amend term lengths** to four years to coincide with the City's biennial work plan and budgeting strategy
- Establish the **Committee's role within the City Goal Setting** and work plan creation

- **Establishing Ex-Officio positions** (as appropriate) throughout the membership structure of City Committees to ensure communication across groups and representatives
- Clarify the **appointment process** and amend **the removal process** to streamline where appropriate

Amendments from October 24, 2018 City Council Work Session

During the October 24, 2018 City Council Work Session, the Council reviewed draft Title 2 Code Amendments and the Draft Committee and Commission policy manual and made the following amendments:

- **Prior Language** *(From 10.24.18 Work Session Meeting Materials):*
 - **FCC 2-1-6-D - REMOVAL PROCESS AMENDMENTS:** Upon receipt of the Mayor’s notice of removal, the Council may direct a different removal process be followed in removal of a member on a particular, board, commission or committee.
- **Proposed Language** *(Based on Discussions during 10.24.18 Work Session):*
 - **FCC 2-1-6-D - REMOVAL PROCESS AMENDMENTS:** Upon receipt of the Mayor’s notice of removal, the Council may direct a review of the process and decision per the provisions of a Council agenda item request in the City Council Rules of Procedure.

Amendments after October 24, 2018 City Council Work Session

After the October 24, 2018 City Council Work Session, Staff prepared the Ordinance & Resolution amendments for adoption and in doing so propose the following additional changes to the proposed Code provisions:

- **FCC 2-3: Planning Commission:** Adding back sections concerning Conflict of Interest and Bias *(old FCC 2-3-4 new FCC 2-3-7)* and Meetings *(old FCC 2-3-7 new FCC 2-3-8)*.
- **FCC 2-6: Transportation Committee:**
 - Amending Committee representation to ensure the committee contains at least one citizen member for each specified transportation interest and updating committee duties to ensure each specified transportation interest is represented
 - Amending Committee membership to allow for an additional ex-officio representative from each City involved state, federal, tribal or transit agency or each City-funded transit organization. Currently these seats are available to the Lane Transit District (LTD) and River Cities Taxi on the Transit Committee.

- **Audit Committee:** Updating the structure of the Audit Committee to be an Ad-Hoc Committee considering its limited timeline & scope.
- **Housekeeping Amendments:**
 - Amending the name of FCC Title 2 to ‘Committees & Commissions’
 - Removing the language from FCC 1-9: City Council, concerning the process for how committee members are removed, since these provisions are included in FCC 2-1.
 - Amending FCC 3-4: Taxi Cabs and FCC 3-9: Bicycle-Powered Transportation Devices to change the Committee in charge of implementing the provisions from the Transit Committee to the Transportation Committee
 - Amending FCC 9-4: Solid Waste Management to change the Committee in charge of implementing the provisions from the Solid Waste Committee to the Environmental Management Advisory Committee

Code & Policy Adoption

During the November 5, 2018 City Council meeting, the Council will have an opportunity to review the...

- Proposed Ordinance No. 17, Series 2018 with various code amendments to implement the proposed changes – *Attachment 1*
- Proposed Resolution No. 21, Series 2018 to adopt the Committee & Commission Policy Manual – *Attachment 2*
- Proposed Resolution No. 22, Series 2018 to adopt updated provisions for the City of Florence Audit Committee – *Attachment 3*

Volunteer Policy Manual

In addition, during the October 24, 2018 City Council Work Session, the Council reviewed the draft Volunteer Policy Manual. Staff is currently in the process of reviewing the manual concerning its implications for the City’s Workers Compensation insurance policies and will be bringing a finalized Volunteer Policy Manual before the Council at a future Council meeting date.

FISCAL IMPACT:

City of Florence Committees & Commissions incur countless hours of staff time for administration and attendance to each, however they also provide a method for countless hours of community volunteer service to these various objectives. The proposed amendments seek to streamline the Committee & Commission oversight process in an effort to promote increased productivity within the Committees.

RELEVANCE TO ADOPTED CITY WORK PLAN:

Goal 4: Communication & Trust

1. Citizen Participation – Objective 2: Review City’s committee structure and mission and modify where appropriate

Goal 2: Livability & Quality of Life

2. Transit – Objective 1: Expand the Transit Advisory Committee responsibilities and membership to address broader range of transportation issues

ALTERNATIVES:

Ordinance No. 17, Series 2018 (Code Amendments)

1. Approve the Ordinance No. 17, Series 2018 as presented
2. Propose amendments to Ordinance No. 17, Series 2018 and approve as amended
3. Do not approve Ordinance No. 17, Series 2018

Resolution No. 21, Series 2018 (Policy Manual)

1. Approve the Resolution No. 21, Series 2018 as presented
2. Propose amendments to Resolution No. 21, Series 2018 and approve as amended
3. Do not approve Resolution No. 21, Series 2018

Resolution No. 22, Series 2018 (Audit Committee)

1. Approve the Resolution No. 22, Series 2018 as presented
2. Propose amendments to Resolution No. 22, Series 2018 and approve as amended
3. Do not approve Resolution No. 21, Series 2018

RECOMMENDATION:

1. Approve Ordinance No. 17, Series 2018 as presented
2. Approve Resolution No. 21, Series 2018 as presented
3. Approve Resolution No. 22, Series 2018 as presented

AIS PREPARED BY: Kelli Weese, City Recorder / Economic Development Coordinator

CITY MANAGER’S RECOMMENDATION:

Approve Disapprove Other
Comments:

ERReynolds

ITEM'S ATTACHED: **Attachment 1** – Ordinance No. 17, Series 2018 (*Code Amendments*)
 Attachment 2 – Resolution No. 21, Series 2018 (*Policy Adoption*)
 Attachment 3 – Resolution No. 22, Series 2018 (*Audit Committee*)

Items Available for Reference:

- November 15, 2017 City Council Work Session Materials
 - <http://www.ci.florence.or.us/council/city-council-work-session-24>
 - January 16, 2018 City Council Work Session Materials
 - <http://www.ci.florence.or.us/council/city-council-special-work-session-2>
 - September 19, 2018 City Council Work Session Materials
 - <http://www.ci.florence.or.us/council/city-council-work-session-32>
 - October 24, 2018 City Council Work Session Materials
 - <http://www.ci.florence.or.us/council/city-council-work-session-34>
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**CITY OF FLORENCE
ORDINANCE NO. 17, SERIES 2018**

An Ordinance amending Florence City Code Title 2, Chapters 1, 2, 3, 4, 6, 7, 8, 9, 14; Title 1 Chapter 9; Title 3 Chapters 4 and 9; and Title 9 Chapter 4; to adopt comprehensive code and policy amendments related to the City's Committees and Commissions.

RECITALS:

1. The City Council established a goal within the 2017-2018 City Work Plan to comprehensively review and clarify the City's Committee and Commission policies and codes.
2. The City Council deliberated at duly publicized meetings on November 15, 2017, January 16, 2018, September 19, 2018 and October 24, 2018, to review the overall direction of the City's Committee & Commission program including examination of current processes and program options.
3. The City Council decided the City's efforts toward public outreach and community involvement in Transportation would be best served through the establishment of a City of Florence Transportation Committee, and elected to combine and expand the roles of the Airport Advisory Committee and Transit Advisory Committee to fulfill this need.
4. The City Council decided the City's efforts toward public outreach and community involvement in Community & Economic Development would be best served through the establishment of a City of Florence Community & Economic Development Committee, and elected to combine and expand the roles of the Housing Committee, Economic Development Committee and the Parks Committee to fulfill this need.
5. The City Council decided the City's efforts toward public outreach and community involvement in Environmental Management would be best served by including the role of the Tree Board and noxious weeds within the role of the Environmental Management Advisory Committee.

Based on these findings,

THE CITY OF FLORENCE ORDAINS AS FOLLOWS:

1. The Title of Florence City Code Title 2 is hereby amended as shown in Exhibit A.
2. Florence City Code Title 2 Chapter 1: Board, Commission and Committees is hereby amended as shown in Exhibit B.

3. Florence City Code Title 2 Chapter 2: Parks and Recreation Committee is hereby amended to be Title 2 Chapter 2: Community and Economic Development Committee, as shown in Exhibit C.
4. Florence City Code Title 2 Chapter 3: Planning Commission is hereby amended as shown in Exhibit D.
5. Florence City Code Title 2 Chapter 4: Public Art Committee is hereby amended as shown in Exhibit E.
6. Florence City Code Title 2 Chapter 6: Airport Advisory Committee is hereby amended to be Title 2 Chapter 6: Transportation Committee, as shown in Exhibit F.
7. Florence City Code Title 2 Chapter 7: Environmental Management Advisory Committee is hereby amended as shown in Exhibit G.
8. Florence City Code Title 2 Chapter 8: Transit Advisory Committee is hereby repealed as shown in Exhibit H.
9. Florence City Code Title 2 Chapter 9: City Tree Board is hereby repealed as shown in Exhibit I.
10. Florence City Code Title 2 Chapter 14: Housing Advisory Committee is hereby repealed as shown in Exhibit J.
11. Florence City Code Title 2 Chapter 9: City Council is hereby repealed as shown in Exhibit K.
12. Florence City Code Title 3 Chapter 4: Taxi Cabs is hereby amended as shown in Exhibit L.
13. Florence City Code Title 3 Chapter 9: Bicycle-Powered Devices is hereby amended as shown in Exhibit M.
14. Florence City Code Title 9 Chapter 4: Solid Waste Management is hereby amended as shown in Exhibit N.
15. This Ordinance shall become effective on February 1, 2019.
16. The City Recorder is authorized to administratively correct any reference errors contained herein or in other provisions of the Florence City Code to the provisions added, amended, or repealed herein.

ADOPTION:

First Reading on the _____ day of _____, 2018.

Second Reading on the _____ day of _____, 2018.

This Ordinance is passed and adopted on the _____ day of _____, 2018.

AYES

NAYS

ABSTAIN

ABSENT

Joe Henry, Mayor

Attest:

Kelli Weese, City Recorder

Exhibit A
ORDINANCE NO. 17, SERIES 2018

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

[Replace the Title of FCC Title 2: Boards & Commissions as shown]

TITLE 2

COMMITTEES ~~BOARDS~~ AND COMMISSIONS

Exhibit B
ORDINANCE NO. 17, SERIES 2018

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

[Replace the text of FCC 2-1: Boards, Commissions & Committees – General Provisions as Shown]

TITLE 2
CHAPTER 4

~~**BOARDS, COMMISSIONS & COMMITTEES – GENERAL PROVISIONS**~~

SECTION:

- ~~2-1-1: Applicability~~
- ~~2-1-2: Appointments~~
- ~~2-1-3: Vacancies~~
- ~~2-1-4: Removal~~

~~**2-1-1 APPLICABILITY:** Except as provided in Section 2-1-2 of this Chapter or when a different procedure is established in an ordinance or resolution creating a City board, commission or committee adopted after February 1, 1993, the process for initial appointments to all City boards, commissions and committees, appointments to fill vacancies thereon, and the removal of members therefrom, shall be in accordance with the procedures set forth in this chapter.~~

~~**2-1-2: APPOINTMENTS:**~~

- ~~A. Subject to the provisions of this section, the Mayor is authorized to appoint the members of all boards, commissions and committees created by the Council.~~
- ~~B. Prior to making any appointment authorized herein, the Mayor shall:
 - ~~1. Provide notice to the public and the Council of the position to be filled, qualifications if applicable, and the time and manner in which applications may be submitted;~~
 - ~~2. Solicit recommendations from the Councilors concerning potential appointees; and,~~
 - ~~3. Confer with the Council, at a meeting, or with each Councilor individually, concerning potential appointees.~~~~
- ~~C. Notwithstanding paragraphs A and B of this section, upon receipt of the Mayor's notice required under paragraph B.1, but before an appointment is made, the council may direct that a different appointment process be followed in filling a position on a particular board, commission or committee.~~

~~**2-1-3: VACANCIES:** Appointments to fill vacancies on City boards, commissions and committees shall be made in the manner set forth in Section 2-1-2 for the remainder of the unexpired term.~~

~~**2-1-4: REMOVAL:** In addition to failing to meet any specific criteria established for the position to which appointed, a member of any City board, committee, commission may be removed by the City Council for the following reasons:~~

- ~~A. Death.~~
- ~~B. Adjudicated incompetence.~~

- C. ~~Conviction of a felony.~~
- D. ~~An abuse or offense pertaining to his or her office.~~
- E. ~~Excessive lack of attendance at meetings.~~
- F. ~~Any matter or conduct which, in the opinion of the City Council, creates animosity, impedes the job of the particular body or tends to render the City ineffective or open to ridicule.~~

TITLE 2
CHAPTER 1

COMMISSIONS & COMMITTEES - GENERAL PROVISIONS

SECTION:

- 2-1-1: Generally
- 2-1-2: Types of Committees & Commissions
- 2-1-3: Compliance with State Law
- 2-1-4: Appointments
- 2-1-5: Vacancies
- 2-1-6: Removal
- 2-1-7: Committee & Commission Positions
- 2-1-8: Quorum, Meetings & Rules

2-1-1 GENERALLY: The City Council may create standing committees or commissions to aid the Council in the conduct of public affairs. The City Council may also create ad hoc committees to accomplish a specific task or project. All standing committees and commissions shall be governed by the provisions of this Title (FCC Title 2), except that if the application of this title conflicts with an applicable state statute, the state statute shall prevail.

2-1-2: TYPES OF COMMITTEES & COMMISSIONS:

- A. **COMMISSION:** A standing committee that is required by state law or to which the Council has delegated final decision-making authority. Commissions shall be created by an ordinance of the City Council.
- B. **ADVISORY & VOLUNTEER COMMITTEE (COMMITTEE):** A standing committee that is not required by state law (with the exception of the budget committee). Establishment of a Committee shall occur by an ordinance of the City Council.
- C. **AD-HOC COMMITTEE:** A temporary committee appointed for a specific term to accomplish a specific task or project. Ad hoc committees shall be established by resolution of the Council. The resolution shall set forth the term of the committee, the task or project to be accomplished, the time line for completion of the task or project, and such other direction as the Council deems appropriate.

2-1-3: COMPLIANCE WITH STATE LAW: All commissions, committees and ad-hoc committees, and any subcommittees thereof, shall comply with the State of Oregon Public Records Law, Public Meetings Law, Code of Ethics, laws regarding conflicts of interest, and any other applicable state laws. Each commission, committee, or ad-hoc committee shall be responsible for ensuring that its subcommittees comply with these laws.

2-1-4: APPOINTMENTS:

- A. **APPOINTMENT PARTY:** Subject to the provisions of this section, the Mayor is authorized to appoint the members of all boards, commissions and committees created or supervised by the Council.

B. QUALIFICATIONS: Qualifications for appointment and term of office for a position on a Commission, Committee or Ad-Hoc Committee shall be provided in its enabling provisions. If a member of a commission, committee or ad-hoc committee is qualified pursuant to the enabling provisions at the time of appointment but later ceases to be qualified, he or she must notify the City Recorder immediately.

C. APPOINTMENT PROCESS: Prior to making any appointment authorized herein, the Mayor shall:

1. Provide notice to the public and the Council of the position to be filled, qualifications if applicable, and the time and manner in which applications may be submitted;
2. Solicit recommendations from the Councilors concerning potential appointees; and,
3. Confer with the Council, at a meeting, or with each Councilor individually, concerning potential appointees.

D. APPOINTMENT PROCESS AMENDMENTS: Notwithstanding paragraphs A and B of this section, upon receipt of the Mayor's notice required under paragraph C.1, but before an appointment is made, the council may direct that a different appointment process be followed in filling a position on a particular board, commission or committee.

E. TERMS: The term of office for each commission & committee shall be established in its enabling provisions and shall run on a committee service year from February 1st to the following January 31st. Initial terms for a newly created commission or committee shall be staggered so that the majority of the positions do not become vacant in the same year and so that an equal or approximately equal number of positions become vacant each year.

F. SERVICE ON MULTIPLE COMMITTEES: No person shall be appointed to serve simultaneously on more than one of the standing commissions or committees, unless such a position is established in the committee or commission's enabling provisions.

2-1-5: VACANCIES: Appointments to fill vacancies on City commissions, committees and ad-hoc committees shall be made in the manner set forth in Section 2-1-4-C for the remainder of the unexpired term. Timelines for recruitment of vacancies shall occur according to the City of Florence's Committee and Commission manual as adopted by resolution.

2-1-6: REMOVAL:

A. **REMOVAL PROCESS:** Except for the Planning Commission and Budget Committee, the Mayor is authorized to remove all members from Commissions, Committees and/or Ad-Hoc Committees for misconduct or nonperformance of duty. Prior to removal the Mayor shall consult with the Committee Chairperson, Vice-Chairperson, and Staff / Council Ex-Officio members, as available, and shall notify the City Council, City Manager, and City Recorder of any removal decision.

B. **MISCONDUCT:** Examples of misconduct include but are not limited to:

- a. conviction of a felony,
- b. failure to declare a conflict of interest,
- c. failure to adhere to public meetings law,
- d. failure to follow the City of Florence's Committee & Commission policies,
- e. failure to comply with any applicable requirement of the City of Florence code,
- f. any matter or conduct which, in the opinion of the City Council, creates animosity, impedes the job of the particular body or tends to render the City ineffective or open to ridicule.

- C. **NON-PERFORMANCE OF DUTY:** Examples of non-performance of duty include but are not limited to:
- a. Excessive lack of attendance which is defined as:
 - i. absence from three (3) or more consecutive meetings without an excuse, as approved by the Chairperson, or
 - ii. absence from five (5) or more meetings over the course of a service year
- D. **REMOVAL PROCESS AMENDMENTS:** Upon receipt of the Mayor's notice of removal, the Council may direct a review of the process and decision per the provisions of a Council agenda item request in the City Council Rules of Procedure.
- E. **PLANNING COMMISSION & BUDGET COMMITTEE MEMBER REMOVAL:** A member of the Planning Commission or Budget Committee may be removed by the City Council, after hearing, for misconduct or nonperformance of duty.

2-1-7: COMMITTEE & COMMISSION POSITIONS:

- A. **CHAIRPERSON & VICE-CHAIRPERSON:** Each Commission, Committee and Ad-Hoc Committee shall elect a Chair and a Vice-Chair from its membership at its first regular meeting of the service year to serve for the following twelve months (February 1st – January 31st).
- 1. **Chairperson Term:** No member shall serve more than two consecutive service year terms as Chairperson.
 - 2. **Chairperson Responsibilities:** The Chair Shall:
 - i. Set the agenda. Any member of the commission, committee, or ad-hoc committee may request that an item of business appear on the agenda. The commission, committee or ad-hoc committee may by majority vote compel an item to be placed on the agenda.
 - ii. Preside at all meetings.
 - iii. Be responsible for maintaining communication with the Council and Staff.
 - iv. Call special meetings. A majority of the members of the commission, committee or ad-hoc committee may also call a special meeting.
 - v. Be responsible for attendance of members and report to the City Recorder in instances of excessive lack of attendance.
 - vi. Coordinate the preparation of appropriate reports for the Council agenda.
 - 3. **Vice-Chairperson Responsibilities:** The Vice-Chair shall exercise the duties of the Chair in the Chair's absence.
 - 4. **Chairperson / Vice-Chairperson Vacancy:** In the event of resignation, vacancy, or removal of either the Chairperson or the Vice-Chairperson positions, the Committee shall elect a Chair or Vice-Chair to serve for the remainder of the unexpired term.
- B. **EX-OFFICIO POSITIONS:** Where indicated in the Commission, Committee, or Ad-Hoc Committee enabling provisions, each may contain ex-officio positions as appropriate to provide communication between various groups including the City Council, Staff, and other local government agencies, non-profits and / or business groups. Each Ex-Officio member serves as an appointed member of the Commission, Committee or Ad-Hoc Committee, participates in all discussions, but does not vote on decisions.

1. **City Council Ex-Officio Positions:** As dictated in the commission, committee, or ad-hoc committee enabling provisions, each year the Council may appoint an ex-officio member from its members to each commission, committee or ad-hoc committee. The purpose of the Council ex-officio position is to provide a direct line of communication between the Commission, Committee, or ad-hoc committee and the Council. Council ex-officio members may not speak for the Council on any item the Council has not made a formal determination upon.

2-1-8: QUORUM, MEETINGS AND RULES:

- A. **QUORUM:** A majority of members of a commission, committee, or ad-hoc committee, not including ex-officio members, shall constitute a quorum for the conduct of business.
- B. **VOTE:** Except as otherwise expressly provided by the City Code or other applicable law or regulation, the concurrence of a majority of members present and eligible to vote shall be necessary to decide any question.
- C. **MEETINGS:** A commission, committee or ad-hoc committee, in consultation with staff, shall establish a regular meeting at such time, interval, and place as the commission, committee, or ad-hoc committee deems necessary. Special meetings may be called per FCC 2-1-7-A(2)(iv).

2-1-9: RELATIONSHIP TO CITY COUNCIL:

- A. **COUNCIL AUTHORITY:** The City Council is the elected legislative and policy making body of the City. Unless governed by a specific state mandate, commissions, committees and ad-hoc committees are appointed pursuant to the Council's authority and shall have only those powers and functions as expressly delegated by the Council. Generally, commissions, committees and ad-hoc committees are expected to provide advice and recommendations to the Council and help the Council implement the Council goals. Council members may attend meetings of the affected commission, committee or ad-hoc committee. The Mayor or a Councilor may not speak on behalf of the City Council at a commission, committee or ad-hoc committee meeting unless appointed to a Council Ex-Officio position or unless authorized to do so by the Council.
- B. **ANNUAL MEETING:** The City Council shall hold an annual meeting with each standing commission or committee except the Budget Committee. The purpose of such meeting will be to note accomplishments, to address concerns and to discuss issues related to the duties and activities of the commission or committee. Annual meetings of related commission may be held jointly, as the Council deems appropriate.
- C. **RECOMMENDATIONS:** All recommendations to the Council shall be made in writing, signed by the Chair.
- D. **EXPENDITURE OF FUNDS & OBLIGATIONS:** No advisory board, committee, or commission shall have the authority to expend City funds, or to obligate the City for payment of any sum of money, except as expressly delegated or authorized by prior approval of the City Council.
- E. **ADDITIONAL DUTIES AND PROJECTS:** In addition to the duties established for each commission, committee, or ad-hoc committee in its enabling provisions, the City Council may from time to time assign a commission, committee or ad-hoc committee such other duties or projects as the Council deems appropriate.

Exhibit C
ORDINANCE NO. 17, SERIES 2018

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

[Replace the text of FCC 2-2: Parks and Recreation Committee as Shown]

TITLE 2
CHAPTER 2

~~PARKS AND RECREATION COMMITTEE~~

SECTION:

- ~~2-2-1: Establishment~~
- ~~2-2-2: Membership~~
- ~~2-2-3: Term of Office~~
- ~~2-2-4: Presiding Member~~
- ~~2-2-5: Meetings~~
- ~~2-2-6: Duties~~
- ~~2-2-7: Vacancies and Removal~~

~~**2-2-1: ESTABLISHMENT:** A Parks and Recreation Committee is hereby established for the City.~~

~~**2-2-2: MEMBERSHIP:** The Parks and Recreation Committee shall consist of not less than five (5) and not more than seven (7). Four (4) members shall be residents of the City. Members who are not City residents shall be residents of the Siuslaw School District. No members shall be officers or employees of the City. It is recommended that all age groups be represented: At least one (1) member may be a senior citizen and one (1) member may be a high school student. High school student members may serve for a term of one (1) to three (3) years. Appointees shall have had at least six (6) months residency at the time of appointment.~~

~~**2-2-3: TERM OF OFFICE:** Except as provided in Section 2-2-2 hereof, the members of the Parks and Recreation Committee shall be appointed as provided in Chapter 1 of this Title 2 for a term of three (3) years. The initial appointment will be staggered so that only 1/3 of the membership terms will expire each year.~~

~~**2-2-4: PRESIDING MEMBER:** In February of each year the Committee shall elect a chair and vice-chair to serve for the following twelve (12) months. In the event of resignation, vacancy, or removal, the Committee shall designate a chair, or vice-chair, to serve for the remainder of the unexpired term.~~

~~**2-2-5: MEETINGS:** A majority of the members of the Committee shall constitute a quorum. The Committee shall meet at least every other month, at a regular time to be set by the Committee. The chair or three (3) members may call a previously unannounced special meeting to be held not earlier than twenty four (24) hours after the notice is given. Notice of a previously unannounced special meeting shall be by telephone to Committee members, City Manager, local press representative and a notice shall be posted in City Hall.~~

~~**2-2-6: DUTIES:** The Parks and Recreation Committee shall serve as a working committee striving for implementation of the City's current parks and recreation master plan by actively seeking volunteers to do maintenance and other work in the parks, by seeking grants to fund park improvements and repair, and by volunteering themselves to be part of work groups doing maintenance and other work in the parks. This committee also serves as an advisory committee to the City Council and City Manager on matters concerning Municipal parks and Municipal recreation programs and facilities. Park and recreation matters to be considered include, but are not limited to, the following:~~

- A. ~~Improvement of existing City parks and park facilities through active participation as well as encouraging individuals, businesses, and citizen groups to contribute funds, property and/or volunteer services for the development and operation of parks and recreation facilities.~~
- B. ~~Promote acquisition and improvement of new City parks and park facilities as guided by the current parks and recreation master plan and available funds.~~
- C. ~~Advise the City Council and City Manager on matters related to City programs and facilities dedicated to recreation including:~~
 - 1. ~~Adequacy and maintenance of such facilities as parks and playgrounds, recreation buildings, facilities, and equipment.~~
 - 2. ~~Recommendations on use regulations for City parks and park facilities.~~
 - 3. ~~Modification of existing programs and facilities to meet developing community needs, including modification and development of the parks and recreation master plan and the bicycle path plan.~~
 - 4. ~~Promotion of regional coordination concerning park and recreation facilities.~~

~~**2-2-7: VACANCIES AND REMOVAL:** Appointments to fill vacancies shall be in accordance with Chapter 1 of this Title 2 for the remainder of the unexpired term of the member being replaced. Members serve at the pleasure of the City Council and any member may be removed by the City Council with or without cause. The position of any member who is absent from three (3) consecutive meetings without an excuse as approved by the Parks and Recreation Committee shall be deemed as vacant.~~

TITLE 2
CHAPTER 2

COMMUNITY & ECONOMIC DEVELOPMENT COMMITTEE – ENABLING PROVISIONS
(CEDC)

SECTION:

- 2-2-1: Establishment
- 2-2-2: Membership
- 2-2-3: Term of Office
- 2-2-4: Appointments, Vacancies & Removals
- 2-2-5: Chairperson & Vice-Chairperson
- 2-2-6: Duties
- 2-2-7 : Subcommittees

2-2-1: ESTABLISHMENT: A Community and Economic Development Committee is hereby established for the City.

2-2-2: MEMBERSHIP: The Community and Economic Development Committee shall consist of not less than five (5) and not more than eleven (11) voting members.

- A. **RESIDENCY REQUIREMENT:** A majority of committee membership shall have their permanent residence within the city limits of the City of Florence.
- B. **COMMITTEE REPRESENTATION:** Committee membership shall include representation of the following:

- a. Business Owner(s) / Manager(s) / Representatives(s). Special consideration will be given to potential appointment of representatives of businesses which employ over 50 local residents.
 - b. Citizen(s) at large. Special consideration will be given to the potential appointment of local residents with interest, knowledge, or experience in the following:
 - i. banking, real estate, the arts, agriculture, small business, tourism, industry, commerce, building, housing, science and technology or employee relations.
 - c. Representative(s) of local government and / or non-profit agencies, including but not limited to the Siuslaw School District, Florence Area Chamber of Commerce, Lane Community College, Port of Siuslaw, Central Lincoln People's Utility District, Heceta Water People's Utility District, Confederated Tribes of the Coos, Lower Umpqua and Siuslaw Indians, Lane County Community & Economic Development and the Siuslaw Library District.
- C. **EX-OFFICIO MEMBERSHIP:** In addition to the committee membership, the following non-voting ex-officio positions may be appointed:
- a. One (1) City Councilor
 - b. One (1) City Staff Member
 - c. One (1) Representative of the Public Arts Committee
 - d. One (1) Representative of the Transportation Committee

2-2-3: TERM OF OFFICE: Members shall be appointed for a term of four (4) years. Membership terms will be staggered so that approximately ¼ of the membership terms will expire each year.

2-2-4: APPOINTMENTS, VACANCIES AND REMOVALS: Vacancies and removals shall occur in the manner dictated in Title 2 Chapter 1.

2-2-5: CHAIRPERSON & VICE-CHAIRPERSON: The Committee shall elect a Chairperson & Vice-Chairperson in the manner dictated in Title 2 Chapter 1.

2-2-6: DUTIES: The Community & Economic Development Committee shall strive to advise the Council and implement the provisions of the City Council goals and work plan related to community and economic development initiatives. Community and economic development matters to be considered include, but are not limited to the following:

- A. **Economic Development:** Programs and practices related to business and economic development seeking to implement the goals and policies of Chapter 9 of the City of Florence Comprehensive Plan.
- B. **Housing:** Programs and practices related to developing opportunities for housing seeking to implement the goals and policies of Chapter 10 of the City of Florence Comprehensive Plan.
- C. **Parks and Recreation:** Programs and practices related to implementing the goals and policies of Chapter 8 of the City of Florence Comprehensive Plan concerning Parks, Recreation, and Open Space.
- D. **Community Development.** Any additional programs and practices associated to City Council goals and work plan objectives related to community development and promotion of livability and quality of life initiatives.

2-2-7: SUBCOMMITTEES: The Community & Economic Development Committee has the authority to establish appropriate subcommittees, per the provisions of the City of Florence Committee & Commission Policy Manual as adopted by Resolution. These committees may include, but are not limited to Economic Development, Housing, Parks and Recreation, Community Development, Fundraising and Marketing.

Exhibit D
ORDINANCE NO. 17, SERIES 2018

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

[Replace the text of FCC 2-3: Planning Commission as Shown]

TITLE 2
CHAPTER 3

PLANNING COMMISSION

SECTION:

- ~~2-3-1: Establishment~~
- ~~2-3-2: Membership~~
- ~~2-3-3: Term of Office~~
- ~~2-3-4: Conflict of Interest~~
- ~~2-3-5: Vacancies and Removal~~
- ~~2-3-6: Presiding Members~~
- ~~2-3-7: Meetings~~
- ~~2-3-8: Powers and Duties~~

~~**2-3-1: ESTABLISHMENT:** There is hereby re-established a City Planning Commission for the City. (Ord. 541, 1-7-74)~~

~~**2-3-2: MEMBERSHIP:** The Commission shall consist of seven (7) members who are not members of the City Council, employees of the City, or members of any other City board or committee. Positions one (1) through five (5) shall be held by individuals who reside within the City Limits. Positions six (6) and seven (7), may be held by either an individual who resides within the City Limits or an individual who resides outside the City Limits but within the City's Urban Growth Boundary (Ord. No. 3, Series 2012). No more than two voting members of the Commission may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling or developing of real estate for profit; and no more than two members shall be engaged in the same kind of occupation, business, trade or profession. Appointees shall have resided within the City or within the City's Urban Growth Boundary, as applicable, for at least six (6) months prior to the time of appointment. The City Manager may designate two City staff members who shall be entitled to sit with the Commission and to take part in its discussions, but shall not have the right to vote. (Ord #3, Series 1993 and Ord. 20, Series 2008).~~

~~**2-3-3: TERM OF OFFICE:** Members of the Planning Commission shall be appointed as provided in Chapter 1 of Title 2 for a term of three (3) years. (Ord #3 Series 1993).~~

~~**2-3-4: CONFLICT OF INTEREST AND BIAS:** All members of the Planning Commission are public officials and must abide by the ethics laws of the State of Oregon. A member of the Planning Commission shall not participate in any Commission proceeding or action in which any of the following has a direct or substantial financial interest: the member; the member's spouse, brother, sister, child, parent, father-in-law or mother-in-law; any business in which the member is then serving or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken. A member of the Planning Commission shall not participate in any quasi-judicial Commission proceeding or action in which the member has a bias that would preclude the Commissioner from making an impartial decision.~~

~~**2-3-5: VACANCIES AND REMOVAL:** Appointments to fill vacancies shall be in accordance with Chapter 1 of this Title 2 for the remainder of the unexpired term. A member may be removed by the City Council, after hearing, for misconduct or nonperformance of duty. A member who is absent from three (3) consecutive meetings without an excuse, as approved by the Planning Commission, is rebuttably presumed to be in nonperformance of duty, and the City Council shall declare the position vacant unless the Council finds otherwise following the hearing.~~

~~**2-3-6: PRESIDING MEMBERS:** At its first meeting of each calendar year the Commission shall elect a chair and a vice-chair to serve one year terms.~~

~~**2-3-7: MEETINGS:** Three (3) members of the Planning Commission shall constitute a quorum. Meetings of the Commission shall be open to the public. Meetings, which will be held at times other than the time regularly scheduled for Planning Commission meetings, may be announced at a prior meeting and thereby made a part of the meeting's records. The chair, upon his or her own motion, may, or at the request of three (3) members of the Commission, shall, by giving notice to members of the Commission, call a previously unannounced special meeting of the Commission for a time not earlier than twenty four (24) hours after the notice is given. Notice of a previously unannounced meeting shall be submitted to a newspaper of general circulation in the City, posted at the City Hall and, to the extent feasible, provided to interested persons at least twenty four (24) hours prior to the meeting. All Planning Commission meeting notices shall comply with the notice requirements of the above section as well as the land use notice requirements in Title 10.~~

~~**2-3-8: POWERS AND DUTIES:** The Planning Commission shall have the powers and duties which are now, or may hereafter, be assigned to it by charter, ordinance or resolutions of the City and the general laws of the State of Oregon. The Planning Commission shall serve as a comprehensive planning body with the authority to propose policy and legislation to the Council, conduct hearings, and take such actions concerning specific land development proposals as required by the Florence City Code. In addition to any other powers provided by state law or the charter, ordinances, and resolutions of the City, and except as otherwise provided by the City Council, the Planning Commission:~~

- ~~A. May review, recommend amendments, and implement the Florence Comprehensive Plan including associated detailed plans related to public facilities and services, and subarea plans which relate to specific areas of the community.~~
- ~~B. May conduct hearings, prepare findings of fact, and take such actions as are necessary or warranted concerning specific land development proposals.~~
- ~~C. May study, and propose such measures regarding land development as may be advisable for promotion of the public interest, health, safety, comfort, convenience and welfare.~~
- ~~D. Shall, at the request of the City Council perform other duties relating to some aspect of community planning and development.~~

TITLE 2
CHAPTER 3

PLANNING COMMISSION (PC) – ENABLING PROVISIONS

SECTION:

- 2-3-1: Establishment
- 2-3-2: Membership
- 2-3-3: Term of Office
- 2-3-4: Appointments, Vacancies & Removal
- 2-3-5: Chairperson & Vice-Chairperson
- 2-3-6: Powers and Duties
- 2-3-7: Conflict of Interest and Bias
- 2-3-8: Meetings

2-3-1: ESTABLISHMENT: A Planning Commission is hereby established for the City.

2-3-2: MEMBERSHIP: The Commission shall consist of seven (7) members.

A. RESIDENCY REQUIREMENT:

- a. Five (5) members of the Commission shall have their permanent residence within the city limits of the City of Florence.
- b. Two (2) members may have their permanent residence outside the city limits but within the Florence Urban Growth Boundary.
- c. Appointees shall have resided within the City or within the City's Urban Growth Boundary, as applicable, for at least six (6) months prior to the time of appointment.

B. COMMITTEE REPRESENTATION:

- a. No more than two (2) voting members of the Commission may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling, or developing of real estate for profit, and
- b. No more than two (2) members shall be engaged in the same kind of occupation, business, trade or profession.

C. EX-OFFICIO MEMBERSHIP: In addition to the committee membership, the following non-voting ex-officio positions may be appointed:

- a. Up to two (2) City Staff members

2-3-3: TERM OF OFFICE: Members shall be appointed for a term of four (4) years. Membership terms will be staggered so that approximately ¼ of the membership terms will expire each year.

2-3-4: APPOINTMENTS, VACANCIES AND REMOVAL: Appointments, vacancies and removals shall occur in the manner dictated in Title 2 Chapter 1.

2-3-5: CHAIRPERSON & VICE-CHAIRPERSON: The Commission shall elect a Chairperson & Vice-Chairperson in the manner dictated in Title 2 Chapter 1.

2-3-6: POWERS AND DUTIES: The Planning Commission shall have the powers and duties which are now, or may hereafter, be assigned to it by charter, ordinance or resolutions of the City and the general laws of the State of Oregon. The Planning Commission shall serve as a comprehensive planning body with the authority to propose policy and legislation to the Council, conduct hearings, and take such actions concerning specific land development proposals as required by the Florence City Code. In addition to any other powers provided by state law or the charter, ordinances, and resolutions of the City, and except as otherwise provided by the City Council, the Planning Commission:

- A. May review, recommend amendments, and implement the Florence Comprehensive Plan including associated detailed plans related to public facilities and services, and subarea plans which relate to specific areas of the community.
- B. May conduct hearings, prepare findings of fact, and take such actions as are necessary or warranted concerning specific land development proposals.
- C. May study, and propose such measures regarding land development as may be advisable for promotion of the public interest, health, safety, comfort, convenience and welfare.

- D. Shall, at the request of the City Council perform other duties relating to some aspect of community planning and development.
- E. Authorized to serve as the City of Florence's Citizen Involvement Advisory Committee per ORS 197.160.

2-3-7: CONFLICT OF INTEREST AND BIAS:

- A. All members of the Planning Commission are public officials and must abide by the ethics laws of the State of Oregon.
- B. **CONFLICT OF INTEREST:**
 - a. A member of the Planning Commission shall not participate in any Commission proceeding or action in which any of the following has a direct of substantial financial interest:
 - i. The member;
 - ii. The Members Spouse, brother, sister, child, parent, father-in-law or mother in law;
 - iii. Any business in which the member is then serving or has served within the previous two years; or
 - iv. Any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.
 - b. Any actual or potential interest shall be disclosed at the meeting of the Commission where the action is being taken.
- C. **BIAS:** A member of the Planning Commission shall not participate in any quasi-judicial Commission proceeding or action in which the member has a bias that would preclude the Commissioner from making an impartial decision.

2-3-8: MEETINGS:

- A. **QUORUM:** Four (4) members of the Planning Commission shall constitute a quorum.
- B. **PUBLIC MEETINGS:** Meetings of the Planning Commission shall be open to the public.
 - a. Meetings of the Planning Commission shall be open to the public.
 - b. Meetings, which will be held at times other than the time regularly scheduled for Planning Commission meetings, may be announced at a prior meeting and thereby made a part of the meeting's records.
 - c. The chair, upon his or her own motion, may, or at the request of three (3) members of the Commission, shall, by giving notice to the members of the Commission, call a previously unannounced special meeting of the Commission for a time not earlier than twenty-four (24) hours after the notice is given.
 - d. Notice of a previously unannounced meeting shall be submitted to a newspaper of general circulation in the City, posted at the City Hall, and to the extent feasible, provided to interested persons at least twenty-four (24) hours prior to the meeting. All Planning Commission notices shall comply with the notice requirements of the above section as well as the land use notice requirements in Title 10.

Exhibit E
ORDINANCE NO. 17, SERIES 2018

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

[Replace the text of FCC 2-4: Public Art Committttee as Shown]

TITLE 2
CHAPTER 4

PUBLIC ART COMMITTEE

SECTION:

- ~~2-4-1: Membership~~
- ~~2-4-2: Term of Office~~
- ~~2-4-3: Vacancies and Removals~~
- ~~2-4-4: Presiding Members~~
- ~~2-4-5: Meetings~~
- ~~2-4-6: Duties~~
- ~~2-4-7: Conflicts of Interest and Bias~~

2-4-1: MEMBERSHIP: The Public Art Committee shall be composed of seven (7) members to be appointed in the manner provided in Chapter 1 of Title 2 of Florence City Code. Committee membership shall include the following:

~~Three (3) artists of any medium. Special consideration will be given to the potential appointment of artists from within the Florence Community.~~

~~Three (3) citizens at large. Special consideration will be given to the potential appointment of business owners / managers, those with experience in landscape architecture and/or installation of outdoor artwork and those with skills in grant writing.~~

~~One (1) representative of a local art(s) association and/or arts-related non-profit.~~

~~In addition, one (1) City Councilor may serve as an ex-officio member without vote, but may be counted for the purpose of committee residency requirement. One (1) City Staff member shall serve as an ex-officio member without vote.~~

2-4-2: TERM OF OFFICE: ~~The members shall be appointed for a term of three (3) years. The initial appointment will be staggered so that only 1/3 of the membership terms will expire each year.~~

2-4-3: VACANCIES AND REMOVALS: ~~Appointments to fill vacancies shall be in the manner provided in Chapter 1 of Florence City Code Title 2, and shall be appointed for the remainder of the unexpired term of the member being replaced. Members shall serve at the pleasure of the City Council, and maybe removed by the City Council, for misconduct or nonperformance of duty as indicated in Florence City Code 2-1-4. The position of any member who is absent from three (3) consecutive meetings without an excuse, as approved by the Public Art Committee Chairperson, is presumed to be in nonperformance of duty, and the City Council shall declare the position vacant.~~

2-4-4: PRESIDING MEMBERS: ~~Upon establishment, and in February of each year, the Committee shall elect a chair and vice-chair to serve for the following twelve (12) months. In the event of resignation, vacancy,~~

or removal, the Committee shall designate a chair, or vice-chair, to serve for the remainder of the unexpired term.

2-4-5: MEETINGS: A majority of the members of the Committee shall constitute a quorum. The Committee shall meet at a regular day and time to be set by the Committee. The Chairperson or three (3) members may call a previously unannounced special meeting to be held not earlier than twenty four (24) hours after the notice is given as required by Oregon Public Meeting Laws.

2-4-6: DUTIES: The Public Art Committee shall maintain the public art collection, and review and recommend all proposed accessions to and deaccessions from the art collection of Florence. Specific duties include:

~~Maintenance of city art collection — Maintain a current listing of all holdings in the collection, collect an annual review, and see that necessary repairs are performed.~~

~~Development of a list of potential or desired sites for future accessions. For each site, the list shall specify the goals for, and conditions on, the type of art to be placed there.~~

~~Development of the collection by acquiring artwork through various means of acquisition. This may include revenue generating activities and using funds to purchase or commission works of art; and accepting donations of art or funds to purchase art from individuals or organizations.~~

~~Removing works of art from the collection that do not meet the goals of the collection or are damaged beyond repair.~~

~~Considering projects by private developers and citizens that would result in a piece of pieces of public art and responding to any other public art initiatives.~~

2-4-7: CONFLICT OF INTEREST: During their tenure, members of the Public Art Committee shall refrain from activities that represent a conflict of interest. A members must not undertake any action or any decision or recommendation as a committee member, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business within which the person or a relative of the person is associated. Members of the Public Art Committee shall follow the requirements of Oregon Revised Statutes Chapter 244 relating to ethics for public officials and shall also follow the Oregon State Guidelines for Public Officials published by the Secretary of State's office.

TITLE 2 CHAPTER 4

PUBLIC ARTS COMMITTEE (PAC) – ENABLING PROVISIONS

SECTION:

2-4-1: Establishment

2-4-2: Membership

2-4-3: Term of Office

2-4-4: Appointments, Vacancies and Removals

2-4-5: Chairperson & Vice-Chairperson

2-4-6: Duties

2-4-7: Subcommittees

2-4-1: ESTABLISHMENT: A Public Arts Committee is hereby established for the City.

2-4-2: MEMBERSHIP: The Public Arts Committee shall consist of not less than five (5) and not more than eleven (11) voting members.

A. **RESIDENCY REQUIREMENT:** A majority of committee membership shall have their permanent residence within the city limits of the City of Florence.

B. **COMMITTEE REPRESENTATION:** Committee membership shall include representation of the following:

- a. At least one (1) artist(s) of any medium. Special consideration will be given to the potential appointment of artists from within the Florence Community.
- b. Citizens at large. Special consideration will be given to the potential appointment of business owners / managers, those with experience in landscape architecture and/or installation of outdoor artwork and those with skills in grant writing.
- c. At least one (1) representative(s) of a local art(s) association and/or arts-related non-profit.

C. **EX-OFFICIO MEMBERSHIP:** In addition to the committee membership, the following non-voting ex-officio positions may be appointed:

- a. One (1) City Councilor
- b. One (1) City Staff Member
- c. One (1) Representative of the Community & Economic Development Committee (CEDC)

2-4-3: TERM OF OFFICE: The members shall be appointed for a term of four (4) years. Membership terms will be staggered so that only 1/4 of the membership terms will expire each year.

2-4-4: APPOINTMENTS, VACANCIES AND REMOVALS: Appointments, vacancies and removals shall occur in the manner dictated in Title 2 Chapter 1.

2-4-5: CHAIRPERSON & VICE-CHAIRPERSON: The Committee shall elect a Chairperson & Vice-Chairperson in the manner dictated in Title 2 Chapter 1.

2-4-6: DUTIES: The Public Arts Committee shall maintain the public art collection, and review and recommend all proposed accessions to and deaccessions from the art collection of Florence. Specific duties include:

- A. Maintenance of city art collection – Maintain a current listing of all holdings in the collection, collect an annual review, and see that necessary repairs are performed.
- B. Development of a list of potential or desired sites for future accessions. For each site, the list shall specify the goals for, and conditions on, the type of art to be placed there.
- C. Development of the collection by acquiring artwork through various means of acquisition. This may include revenue generating activities and using funds to purchase or commission works or art; and accepting donations of art or funds to purchase art from individuals or organizations.
- D. Removing works of art from the collection that do not meet the goals of the collection or are damaged beyond repair.
- E. Considering projects by private developers and citizens that would result in a piece of pieces of public art and responding to any other public art initiatives.

2-4-6: SUBCOMMITTEES: The Public Arts Committee has the authority to establish appropriate sub-committees, per the provisions of the City of Florence Committee & Commission Policy Manual as adopted by Resolution. The subcommittees may include, but are not limited to, project specific committees, marketing, and fundraising.

Exhibit F
ORDINANCE NO. 17, SERIES 2018

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

[Replace the Title of FCC Title 2 Chapter 6: Airport Advisory Committee as shown]

~~TITLE 2~~
~~CHAPTER 6~~

AIRPORT ADVISORY COMMITTEE

SECTION:

- ~~2-6-1: Establishment~~
- ~~2-6-2: Membership~~
- ~~2-6-3: Term of Office~~
- ~~2-6-4: Vacancies and Removals~~
- ~~2-6-5: Presiding Members~~
- ~~2-6-6: Meetings~~
- ~~2-6-7: Duties~~

~~**2-6-1: ESTABLISHMENT:** An Airport Advisory Committee is hereby established for the City.~~

~~**2-6-2: MEMBERSHIP:** The Airport Advisory Committee shall consist of not less than five (5) and not more than seven (7) members with aviation interests and/or general interests to be appointed in the manner provided in Chapter 1 of this Title 2.~~

~~A majority of the members shall have a common interest in the economic vitality of the Florence Municipal Airport by fitting one or more of the following criteria:~~

- ~~1. Maintain permanent residence with the City limits of the City of Florence~~
- ~~2. Maintain at least partial ownership in a year round established business located within the City limits of the City of Florence.~~
- ~~3. Shall maintain at least partial ownership of a hangar at the Florence airport.~~

~~The minority members who do not fit the above criteria shall reside within the Siuslaw or Mapleton School District boundaries and shall indicate interest in the airport's economic vitality during their application process.~~

~~In addition, the committee may hold the following ex-officio membership positions:~~

- ~~One (1) City Councilor~~
- ~~One (1) Representative of the Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians~~
- ~~One (1) Representative of Lane Community College~~

~~**2-6-3: TERM OF OFFICE:** The members shall be appointed for a term of three (3) years. The initial appointment will be staggered so that only 1/3 of the membership terms will expire each year.~~

~~**2-6-4: VACANCIES AND REMOVALS:** Appointments to fill vacancies shall be in the manner provided in Chapter 1 of this Title 2 for the remainder of the unexpired term of the member being replaced. Members serve at the pleasure of the City Council and any member may be removed by the City Council with or without cause. The position of any member who is absent from three (3) consecutive meetings without an excuse as approved by the Airport Advisory Committee shall be vacant.~~

~~**2-6-5: PRESIDING MEMBERS:** In February of each year the Committee shall elect a chair and vice-chair to serve for the following twelve (12) months. In the event of resignation, vacancy, or removal, the Committee shall designate a chair, or vice-chair, to serve for the remainder of the unexpired term. (Ord. 1, 2012)~~

~~**2-6-6: MEETINGS:** A majority of the members of the Committee shall constitute a quorum. The Committee shall meet at least every other month, at a regular time to be set by the Committee. The Committee may hold special meetings upon twenty four (24) hours' notice to the Committee members, City Manager and local press and notice by posting in City Hall. For all regular and special meetings, notice shall include general topics to be considered and shall be made available to the Committee members, City Manager and local press at least twenty four (24) hours before the meeting, though the Committee may consider additional topics at the meeting.~~

~~**2-6-7: DUTIES:** The Committee shall serve as a working committee striving for the implementation of the City's current airport master plan by actively seeking volunteers to do maintenance and other work at the airport, by seeking grants to fund improvements and repair, and by volunteering themselves to be part of work groups doing maintenance and other work at the airport. This Committee also serves as an advisory committee to the City Council and City Manager on matters concerning refinement and implementation of the current Airport Master Plan, including the Development Schedule, Airport Layout Plan, Terminal Area Plan and Financial Plan and operation of the airport. Any recommendations shall be forwarded in writing to the City Manager.~~

TITLE 2
CHAPTER 6

TRANSPORTATION COMMITTEE (TC) – ENABLING PROVISIONS

SECTION:

2-2-1: Establishment

2-2-2: Membership

2-2-3: Term of Office

2-2-4: Presiding Member

2-2-5: Meetings

2-2-6: Duties

2-2-7: Vacancies and Removal

2-2-1: ESTABLISHMENT: A Transportation Committee is hereby established for the City.

2-2-2: MEMBERSHIP: The Transportation Committee shall consist of not less than five (5) and not more than eleven (11) members.

A. **RESIDENCY REQUIREMENT:** A majority of committee membership shall have their permanent residence within the city limits of the City of Florence.

B. **COMMITTEE REPRESENTATION:** Committee membership shall include representation from citizen(s) at large with interest, knowledge, or experience in each of the following categories:

a. At least one (1) citizen at large from each of the following interests:

- i. Traffic and Vehicular Safety
- ii. Bike & Pedestrian infrastructure
- iii. Public and / or Private Transit Opportunities
- iv. Air and / or Rail Transportation

b. Other members may include those with applicable knowledge and interests, including but not limited to grant writing / administration and public contracting / construction.

C. **EX-OFFICIO MEMBERSHIP:** In addition to the committee membership, the following non-voting ex-officio positions may be appointed:

- a. One (1) City Councilor
- b. One (1) City Staff Member
- c. One (1) Representative of the Community & Economic Development Committee

- d. One (1) Representative from each involved State, Federal, Tribal, or Transit Agency or each City-funded transit organization

2-2-3: TERM OF OFFICE: Members shall be appointed for a term of four (4) years. Membership terms will be staggered so that only ¼ of the membership terms will expire each year.

2-2-4: APPOINTMENTS, VACANCIES AND REMOVALS: Appointments, vacancies and removals shall occur in the manner dictated in Title 2 Chapter 1.

2-2-5: CHAIRPERSON & VICE-CHAIRPERSON: The Committee shall elect a Chairperson & Vice-Chairperson in the manner dictated in Title 2 Chapter 1.

2-2-6: DUTIES: The Transportation Committee shall strive to advise the Council and implement the provisions of the City Council goals and work plan related to the development of the City's Transportation System and other transportation and land use matters relevant to the City of Florence, as well as to guide preparation of transportation plans and programs. Transportation matters to be considered include, but are not limited to the following:

- A. **TRAFFIC & VEHICULAR:** Programs and practices related to developing and expanding opportunities for traffic & vehicular movement, safety and freight, seeking to implement the goals and policies of Chapter 12 of the City of Florence Comprehensive Plan, the Florence Transportation System Plan, and applicable ordinances.
- B. **BIKE & PEDESTRIAN:** Programs and practices related to developing and expanding opportunities for multi-modal transportation to implement the relevant goals and policies of Chapters 12 and 8 of the City of Florence Comprehensive Plan, Transportation System Plan, and applicable ordinances including, but not limited to, Title 2 Chapter 9.
- C. **PUBLIC AND PRIVATE TRANSIT:** Programs and practices related to developing and expanding opportunities for public and private transit to implement the relevant goals and policies of Chapter 12 of the City of Florence Comprehensive Plan, Transportation System Plan, and applicable ordinances including but not limited to Title 3, Chapter 4, as well as developing and expanding opportunities for public and private transit connections inter-city and with other regional partners.
- D. **AIR & RAIL:** Programs and practices related to developing and expanding opportunities for air and rail transportation to implement the relevant goals and policies of Chapter 12, of the City of Florence Comprehensive Plan, Transportation System Plan, Airport Master Plan, and applicable ordinances.

2-2-7: SUBCOMMITTEES: The Transportation Committee has the authority to establish appropriate subcommittees, per the provisions of the City of Florence Committee & Commission Policy Manual as adopted by Resolution. These committees may include, but are not limited to traffic & vehicular safety, bike & pedestrian, public and private transit, air / rail, capital improvement, fundraising and community outreach.

Exhibit G
ORDINANCE NO. 17, SERIES 2018

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

[Replace the text of FCC 2-7: Environmental Management Advisory Committee as Shown]

~~TITLE 2~~
~~CHAPTER 7~~

~~ENVIRONMENTAL MANAGEMENT ADVISORY COMMITTEE~~

SECTION:

- ~~2-7-1: Establishment~~
- ~~2-7-2: Membership~~
- ~~2-7-3: Term of Office~~
- ~~2-7-4: Meetings~~
- ~~2-7-5: Presiding Member~~
- ~~2-7-6: Duties~~
- ~~2-7-7: Vacancies and Removal~~

~~**2-7-1: ESTABLISHMENT:** An Environmental Management Advisory Committee is hereby established for the City. (amended by Ord 5, 2009)~~

~~**2-7-2: MEMBERSHIP:** The committee shall consist of nine (9) members to be appointed by the Mayor in the manner provided in Chapter 1 of this Title 2. The majority shall be from citizens who reside within the City limits of Florence and the balance may reside in the Area of Interest as shown by exhibit of the latest Florence Comprehensive Plan. There may be one (1) ex-officio member from each of the City-regulated Solid Waste handling entities licensed by the City per Title 9 Chapter 4.~~

~~**2-7-3: TERM OF OFFICE:** The members shall be appointed for a term of three (3) years. (amended by Ord. #5, 2006, effective 6-19-06)~~

~~**2-7-4: MEETINGS:** A majority of the members of the Committee shall constitute a quorum. The Committee shall meet at a regular time to be set by the Committee. The chairman or three (3) members may call a previously unannounced special meeting to be held not earlier than twenty four (24) hours after the notice is given as required by the Oregon Public Meeting Laws. (amended by Ord. #5, 2006, effective 6-19-06)~~

~~**2-7-5: PRESIDING MEMBER:** In February of each year the Committee shall elect a chairman and vice chairman to serve for the following twelve (12) months. (amended by Ord. #5, 2006, effective 6-19-06)~~

~~**2-7-6: DUTIES:** The Environmental Management Advisory Committee shall perform the following duties required in Chapter 9-4 of this Code, Solid Waste Management, and such other duties as the Council may direct. These duties include:~~

- ~~A. Developing strategies, informing the public and advising the Council on fulfilling the public policy declared in Section 9-4-2 of this Code.~~
- ~~B. Proposing minimum and maximum rates and classifications of solid waste services, on a selective basis, as found in Section 9-4-5 of this Code, to be provided by solid waste service licensees.~~
- ~~C. Recommending to the City Council, approval, denial or revocation of solid waste services licenses. Proceedings on the summary suspension of licenses issues under this Chapter shall be heard by the City Council. (Ord 5, 2009)~~

- D. ~~Hearing customer complaints regarding a licensee's compliance with this Code unless the licensee has been cited into a court of competent jurisdiction regarding its failure to comply with this Code. Upon hearing such complaints, the Committee may refer the complaint to the City Manager for prosecution or the Committee may take such other action as is consistent with its powers under Chapter 9-4 of this Code.~~
- E. ~~As affecting the delivery of solid waste services, conserving energy and material resources, promoting resource recovery, such as yard debris, and protecting health and the environment, recommend amendments to this Code and review administrative regulations.~~
- F. ~~Develop, recommend, and assist the Public Works Department with information and guidance regarding beneficial use options, regulatory compliance and current practice for biosolids.~~
- G. ~~Promoting and developing strategies that support recycling, waste reduction and reuse. (Ord. 5, 2009)~~

~~**2-7-7: VACANCIES AND REMOVAL:** Appointments to fill vacancies shall be in accordance with Chapter 1 of this Title 2 for the remainder of the unexpired term, a member may be removed by the City Council, for misconduct or nonperformance of duty. A member who is absent from three (3) consecutive meetings without an excuse as approved by the Environmental Management Advisory Committee, is reputedly presumed to be in nonperformance of duty, and the City Council shall declare the position vacant unless finding otherwise, following. (Ord. 5, 2009)~~

TITLE 2
CHAPTER 7

ENVIRONMENTAL MANAGEMENT ADVISORY COMMITTEE (EMAC) – ENABLING PROVISIONS

SECTION:

- 2-7-1: Establishment
- 2-7-2: Membership
- 2-7-3: Term of Office
- 2-7-4: Meetings
- 2-7-5: Presiding Member
- 2-7-6: Duties
- 2-7-7: Vacancies and Removal

2-7-1: ESTABLISHMENT: An Environmental Management Advisory Committee is hereby established for the City.

2-7-2: MEMBERSHIP: The Environmental Management Advisory Committee (EMAC) shall consist of not less than five (5) and not more than eleven (11) voting members.

A. **RESIDENCY REQUIREMENT:** A majority of committee membership shall have their permanent residence within the city limits of the City of Florence.

B. **COMMITTEE REPRESENTATION:** Committee membership shall include representation from the following:

- a. Citizen(s) at large with interest, knowledge, or experience in:
 - i. Solid Waste Handling Businesses
 - ii. Recycling & Resource Disposal
 - iii. Dendrology, Landscape Architecture, and / or streetscape management
 - iv. Grant writing & administration

C. **EX-OFFICIO MEMBERSHIP:** In addition to the committee membership, the following non-voting ex-officio positions may be appointed:

- a. One (1) City Councilor

- b. One (1) City Staff Member
- c. One (1) Member from each City-regulated Solid Waste handling entity licensed by the City per Title 9 Chapter 4.

2-7-3: TERM OF OFFICE: The members shall be appointed for a term of four (4) years. Membership terms will be staggered so that approximately ¼ of the membership terms will expire each year.

2-7-4: APPOINTMENTS, VACANCIES AND REMOVALS: Appointments, vacancies and removals shall occur in the manner dictated in Title 2 Chapter 1.

2-7-5: CHAIRPERSON & VICE-CHAIRPERSON: The Committee shall elect a Chairperson & Vice-Chairperson in the manner dictated in Title 2 Chapter 1.

2-7-6: DUTIES: The Environmental Management Advisory Committee shall perform the following duties required in Chapter 9-4 of this Code, Solid Waste Management, and such other duties as the Council may direct. These duties include:

A. **SOLID WASTE MANAGEMENT:** Performance of the public policy declared in Section 9-4 of this Code including:

- a. Developing strategies, informing the public and advising the Council on fulfilling the public policy declared in Section 9-4-2 of this Code.
- b. Proposing minimum and maximum rates and classifications of solid waste services, on a selective basis, as found in Section 9-4-5 of this Code, to be provided by solid waste service licensees.
- c. Recommending to the City Council, approval, denial or revocation of solid waste services licenses. Proceedings on the summary suspension of licenses issues under this Chapter shall be heard by the City Council.
- d. Hearing customer complaints regarding a licensee's compliance with this Code unless the licensee has been cited into a court of competent jurisdiction regarding its failure to comply with this Code. Upon hearing such complaints, the Committee may refer the complaint to the City Manager for prosecution or the Committee may take such other action as is consistent with its powers under Chapter 9-4 of this Code.
- e. As affecting the delivery of solid waste services, conserving energy and material resources, promoting resource recovery, such as yard debris, and protecting health and the environment, recommend amendments to this Code and review administrative regulations.

B. **RECYCLING & WASTE REDUCTION:** Develop and recommend strategies that support recycling, waste reduction, reuse and biosolids management.

C. **TREES & VEGETATION:** Develop and recommend strategies that support the landscape and biology of the region including:

- a. Developing strategies in the care, preservation, pruning, planting, replanting, removal, or disposal of trees and shrubs in parks, along streets, and in other public areas.
- b. Encourage and provide information to the public to promote the planting and appropriate care of trees, rhododendrons, and other shrubs on private property.
- c. Encourage and provide information to the public on noxious vegetation and steps to mitigate concerns.

2-7-7: SUBCOMMITTEES: The Environmental Management Advisory Committee (EMAC) has the authority to establish appropriate subcommittees, per the provisions of the City of Florence Committee & Commission Policy Manual as adopted by Resolution. These committees may include, but are not limited to, Solid Waste Management, Recycling and Waste Reduction, Trees & Vegetation, Fundraising and Community Outreach.

Exhibit H
ORDINANCE NO. 17, SERIES 2018

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

[Remove the text of FCC 2-8: Transit Advisory Committee as Shown]

~~TITLE 2~~
~~CHAPTER 8~~

~~**TRANSIT ADVISORY COMMITTEE**~~

SECTION:

- ~~2-8-1: Establishment~~
- ~~2-8-2: Membership, Appointment~~
- ~~2-8-3: Term of Office~~
- ~~2-8-4: Vacancies and Removals~~
- ~~2-8-5: Presiding Members~~
- ~~2-8-6: Meetings~~
- ~~2-8-7: Records~~
- ~~2-8-8: Procedures~~
- ~~2-8-9: Duties~~

~~**2-8-1: ESTABLISHMENT:** A Transit Advisory Committee is hereby established for the City.~~

~~**2-8-2: MEMBERSHIP, APPOINTMENT:**~~

- ~~A. The Committee shall consist of six (6) members; at least three (3) members shall be residents of the City, two members may be residents of the Urban Service Area, and one member shall be a high school student. (Ordinance No. 5 Series 1999)~~
- ~~B. The members shall be appointed in the manner provided in Chapter 1 of this Title 2.~~
- ~~C. There may be one (1) ex-officio member from each of the City-funded transit organizations (i.e. Taxi, FACT). (Ordinance No. 12, Series 1995)~~

~~**2-8-3: TERM OF OFFICE:** The members shall be appointed for a term of three (3) years.~~

~~**2-8-4: VACANCIES AND REMOVALS:** Appointments to fill vacancies shall be for the remainder of the unexpired term. Any member of the Committee shall serve at the will of the City Council and any member may be removed by a majority vote for such removal by the City Council.~~

~~**2-8-5: PRESIDING MEMBERS:** At its first meeting and annually each February thereafter, the Committee shall elect a chair and vice chair.~~

~~**2-8-6: MEETINGS:** The Committee shall meet at a regular time to be set by the Committee. The Chair or the City Manager may call a meeting of the Board upon notice required by the Oregon Public Meeting Laws.~~

~~**2-8-7: RECORDS:** The City Manager shall provide a secretary to the Committee, and such other staff and consultation services as may be appropriate. The secretary shall keep a record of the Committee proceedings.~~

~~**2-8-8: PROCEDURES:** A majority of the Committee members shall constitute a quorum. The Committee is authorized to adopt rules of procedure to govern the conduct of its meetings.~~

~~**2-8-9: DUTIES:** The Committee is established to advise the City Council concerning coordination implementation of the City's publicly-financed transit system; provide a dispute resolution process for issues which arise in the course of conduct of the transit system; advise on the financial resources available for transit service and means by which efficient and effective services may be realized; review and advise on other transportation matters referred by the Council such as the franchise granting taxicab services. (Ord. #10 Series 1988, effective 5-24-88).~~

Exhibit I
ORDINANCE NO. 17, SERIES 2018

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

[Remove the text of FCC 2-9: City Tree Board as Shown]

~~TITLE 2
CHAPTER 9~~

~~CITY TREE BOARD~~

~~SECTION:~~

- ~~2-9-1: Establishment~~
- ~~2-9-2: Definitions~~
- ~~2-9-3: Duties and Responsibilities~~
- ~~2-9-4: Operation~~

~~**2-9-1: ESTABLISHMENT:** There is hereby created and established, a City Tree Board for the City of Florence, Oregon which shall consist of the members of the City Park and Recreation Commission.~~

~~**2-9-2: DEFINITIONS:**~~

~~STREET TREES — "Street Trees" are herein defined as trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, or ways within the City.~~

~~PARK TREES — "Park Trees" are herein defined as trees, shrubs, bushes, and all other woody vegetation in public parks having individual names, and all areas owned by the City, or to which the public has free access.~~

~~**2-9-3: DUTIES AND RESPONSIBILITIES:**~~

- ~~A. — It shall be the responsibility of the Board to study, investigate, counsel, and develop and/or update annually, and administer a written plan for the care, preservation, pruning, planting, replanting, removal, or disposal of trees and shrubs in parks, along streets, and in other public areas. Such plan will be presented annually to the City Council and upon their acceptance and approval shall constitute the official comprehensive City Tree Plan for the City of Florence, Oregon.~~
- ~~B. — The Board shall encourage and provide information to the public to promote the planting and appropriate care of trees, rhododendrons, and other shrubs on private property within the Urban Growth Area.~~
- ~~C. — The Board, when requested by the City Council, shall consider, investigate, make findings, report and recommend upon any special matter of question coming within the scope of its work.~~

~~**2-9-4: OPERATION:**~~

~~The Board shall choose its own officers, make its own rules and regulations and keep a journal of its proceedings. A majority of the members shall be a quorum for the transaction of business.~~

Exhibit J
ORDINANCE NO. 17, SERIES 2018

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

[Remove the text of FCC 2-14: Housing Advisory Committee as Shown]

~~TITLE 2~~
~~CHAPTER 14~~

~~HOUSING ADVISORY COMMITTEE~~

SECTION:

- ~~2-14-1: Establishment~~
- ~~2-14-2: Membership~~
- ~~2-14-3: Term of Office~~
- ~~2-14-4: Presiding Member~~ _____
- ~~2-14-5: Meetings~~
- ~~2-14-6: Duties~~
- ~~2-14-7: Vacancies and Removal~~

~~**2-14-1: ESTABLISHMENT:** A Housing Advisory Committee is hereby established for the City, by Ordinance No. 9, Series 2007 effective May 16, 2007.~~

~~**2-14-2: MEMBERSHIP:** The Housing Advisory Committee shall consist of not less than five (5) but not more than eleven (11) voting members and two (2) non-voting members. A majority of the voting members need to reside in the city limits. The two (2) non-voting members shall be representatives from either state or local housing program entity and will be designated by the Mayor. No member shall be an employee of the City; however the City Manager and Assistant to the City Manager shall staff the committee.~~

~~**2-14-3: TERM OF OFFICE:** The members of the Housing Advisory Committee shall be appointed as provided in Chapter 1 of Title 2 of the Florence City Code. The terms of those first appointed shall be for one, two and three years and shall be so made so that approximately one third of the membership terms will expire each year. Thereafter the term of each position shall be three years. The terms of the non-voting members (ex-officio) will be outlined by the Committee.~~

~~**2-14-4: PRESIDING MEMBER:** The Housing Advisory Committee shall, in February of each year and from among themselves, elect a Chairperson and a Vice-Chairperson. The Chairperson shall serve as the presiding officer at meetings of the Committee and shall have no other extraordinary duties or powers. The Vice-Chairperson shall serve in the absence of the Chairperson.~~

~~**2-14-5: MEETINGS:** The Committee shall meet at a regular time to be set by the Committee. The Chairperson or the City Manager may call a special meeting upon notice as required by Oregon Public Meeting Laws. A majority of the Committee members shall constitute a quorum.~~

~~**2-14-6: DUTIES:** The Housing Advisory Committee shall advise the City Council on all matters affecting housing that shall include, but not be limited to the following:~~

~~A. Research and develop responsive policies and programs that address the overall housing needs of the community that also defines "affordable housing" for the purposes of this committee.~~

~~B. Work with staff to put together a plan and timeline for addressing housing issues and encourage the development of housing for all income levels. Identify and make recommendations regarding priorities to Council.~~

~~C. — Oversee the compilation of accurate information regarding the City's housing supply and affordability. Gather, consolidate and analyze information from various housing studies and needs assessments. Develop an electronic database of housing information.~~

~~D. — Act as a clearinghouse for public information regarding housing programs in the City.~~

~~E. — Identify funding sources and enhance the ability of the City to acquire funding from various sources.~~

~~F. — Work in collaboration with housing agencies, financial institutions, other cities and other partners to share ideas and to avoid duplication of efforts. Make recommendations to Council regarding the development of new programs and the enhancement of existing program. Advise Council on possible opportunities.~~

~~G. — Review current land use policies and zoning regulations and promote adoption of policies and regulations supporting housing affordability.~~

~~**2-14-7: VACANCIES AND REMOVAL:** — A member of the Committee may be removed by the City Council for misconduct or non-performance. Absence from three (3) consecutive meetings without excuse, or absence, without excuse, from four or more meetings in any twelve month period, shall be considered non-performance of duty and the City Council may declare the position vacant.~~

Exhibit K
ORDINANCE NO. 17, SERIES 2018

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

[Remove the text of FCC 1-9: City Council as Shown]

~~TITLE 1~~
~~CHAPTER 9~~
CITY COUNCIL

SECTION:

~~1-9-1: Appointive Bodies, Removals and Dismissals~~

~~**1-9-1: APPOINTIVE BODIES, REMOVALS AND DISMISSALS:** The city Council by majority vote may terminate the term of any member of a board, committee, commission or other appointive body for the following reasons:¹~~

- ~~1. Death~~
- ~~B. Adjudicated incompetence~~
- ~~C. Conviction of a felony~~
- ~~D. An abuse or offense pertaining to his office~~
- ~~E. Excessive lack of attendance at meetings~~
- ~~F. Any matter or conduct which, in the opinion of the City Council, creates animosity, impedes the job of the particular body or tends to render the City ineffective or open to ridicule (Ord 608, 11-9-78)~~

¹See Section 2-1-1 of this Code for right of appeal

Exhibit L
ORDINANCE NO. 17, SERIES 2018

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

[Replace the text of FCC 3-4: Taxi Cabs as Shown]

3-4-2: DEFINITIONS:

COMMITTEE

The Transportation ~~Transit~~ Advisory Committee of the City of Florence.

Exhibit M
ORDINANCE NO. 17, SERIES 2018

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

[Replace the text of FCC 3-9: Bicycle-Powered Transportation Devices as Shown]

3-9-1: DEFINITIONS: As used in this chapter, unless the context clearly indicates otherwise, the following words and phrases mean:

COMMITTEE The Transportation ~~Transit~~ Advisory Committee of the City of Florence.

Exhibit N
ORDINANCE NO. 17, SERIES 2018

Additions are shown in double underline and deletions are shown as strike-out.
[Change Directions are shown in Bold within Brackets]

[Replace the text of FCC 9-4: Solid Waste Management as Shown]

9-4-3: DEFINITIONS:

COMMITTEE The Environmental Management Advisory ~~Solid Waste~~ Committee is created by the City Council under Chapter 2-7 of this code or if the Committee is not appointed, the City Council Serves.

**CITY OF FLORENCE
RESOLUTION NO. 21, SERIES 2018**

A Resolution adopting the Florence Committee & Commission policy manual and repealing Resolution No. 18, Series 2016 and Resolution No. 31, Series 2008.

RECITALS:

1. The City Council established a goal within the 2017-18 City Work Plan to comprehensively review and clarify the City's Committee and Commission policies and codes.
2. The City Council deliberated at duly publicized meetings on November 15, 2017, January 16, 2018, September 19, 2018, and October 24, 2018, to review the overall direction of the City's Committee & Commission program including examination of current processes and program options.
3. The City Council decided that the City's efforts toward public outreach and community involvement would be benefited by establishing a Committee & Commission policy manual to guide the practices of the City's Committees and Commissions.
4. The City Council decided that the City's efforts toward public outreach and community involvement in Community & Economic Development would be best served through the establishment of a City of Florence Community & Economic Development Committee, and elected to combine and expand the roles of the eHousing Committee, Economic Development Committee and the Parks Committee, to fulfill this need, and thus chooses to repeal the Economic Development Committee Resolution No. 18, Series 2016.

Based on these findings,

THE CITY COUNCIL OF THE CITY OF FLORENCE RESOLVES AS FOLLOWS:

1. The City of Florence Committee & Commission Policy Manual, Exhibit A, is adopted by the City of Florence City Council.
2. The City of Florence repeals Resolutions No. 18, Series 2016 concerning the Florence Economic Development Committee.
3. The City of Florence repeals Resolution No. 31, Series 2008 concerning the Florence Housing Advisory Committee.
4. This Resolution shall become effective on February 1, 2019.

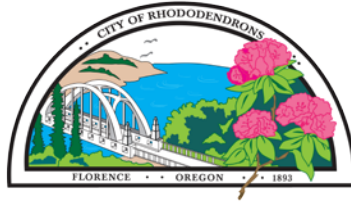
ADOPTION:

This Resolution is passed and adopted on the _____ day of _____, 2018.

Joe Henry, Mayor

Attest:

Kelli Weese, City Recorder



City of Florence
A City in Motion

City of Florence

Committee & Commission

Policy Manual

Adopted November 5, 2018
Resolution No. 21 Series 2018
Exhibit A

Table of Contents

Chapter 1: Form of Government	Page 3
Chapter 2: Types of Commissions, Agencies, Advisory Committees and Volunteer Groups	Page 4
Chapter 3: Committee & Commission Summary	Page 7
Chapter 4: Committee Membership & Expectations	Page 8
Chapter 5: Committee & Commission Positions	Page 11
Chapter 6: Appointments, Membership Provisions, Vacancies & Training	Page 14
Chapter 7: Goals & Work Plans	Page 18
Chapter 8: Public Meetings	Page 21
Chapter 9: Agendas & Meeting Procedures	Page 24
Chapter 10: Ethics & Accountability	Page 26



City of Florence

250 Hwy 101, Florence, OR 97439

www.ci.florence.or.us

Welcome to the City of Florence Team

Members of boards and commissions provide an invaluable serve to our City. Over the years, the services and programs provided by the City have expanded. Boards and Commissions advise the Council on a wide variety of subjects and provide much needed volunteer time to keep many of our programs functioning at a level that would be impossible without their services.

Serving on a board or commission can be a rewarding experience for community service minded residents. It is an excellent way to participate in the functioning of local government and to make a personal contribution to the improvement of our community. If we are to have effective government, we must have the continued participation of the many dedicated board and commission members. Your participation helps to maintain effective and responsive local government.

On behalf of the City Council, I wish to thank the members of each board and commission for their service and extend an invitation to all citizens to consider serving in a volunteer capacity.

Sincerely,

Kelli Weese
City Recorder



Chapter 1 – Florence’s Form of Government

The Florence City Charter establishes a council-manager form of government which vests policy authority in a volunteer City Council and administrative authority for day-to-day operations to an appointed, professional City Manager. The Florence City Council consists of a mayor and four councilors. The mayor serves a two-year term and the councilors each serve a four-year term.

City Council

The City Council, Florence’s legislative body, has five members (including the Mayor). The Council sets City goals, enacts legislation, adopts policies and plans, and determines the services the City provides. The Council adopts the City budget, which specifies how much money can be spent for each City service.

The Council takes official action at regular council meetings, which are held on the first and third Mondays of each month. The Council also conducts work sessions periodically as dictated by the adopted city council rules of procedure. All Council proceedings are open to the public, except for properly called executive sessions. City Council meeting agendas are published online on the City of Florence website at www.ci.florence.or.us. Interested parties may also sign up for an email distribution list to be notified of all upcoming City Council meetings online at <http://www.ci.florence.or.us/newsletter/subscriptions>.

Mayor

The Mayor serves as the City’s political head and chairperson of the Council. He or she is elected by the city at large on a nonpartisan ballot for a two-year term of office. The Mayor does not receive a salary. The Mayor is a formal representative of the City.

The Mayor also appoints members to Boards and Committees to meet the needs of the City of Florence on a variety of topics.

City Councilors

The Councilors are elected on a nonpartisan ballot for four-year terms. Like the Mayor, City Councilors are not paid.

The Council elects one of its members to serve as president and one member to serve as vice-president. The president presides over the Council in the Mayor’s absence and the vice-president serve in the instance of the Mayor and council president absences. Either party often represents the Mayor and Council on special occasions.

City Manager

Under the council-manager form of government, the Council appoints a City Manager who manages the City’s staff and departments. The City Manager is responsible for the day-to-day operations of the City of Florence.

Chapter 2 – Types of Commissions, Agencies, Advisory Committees and Volunteer Groups

The City of Florence has two types of volunteer committees and groups – those established by the City Council and those established by staff. Volunteer committees and groups established by the City Council report directly to the City Council and have advisory authority to the City Council. Volunteer committees and groups established by staff report directly to staff and have no advisory authority to the City Council.

Committees Established by the City Council

The Council has created three distinct types of volunteer groups: Commissions & Agencies, Advisory and Volunteer Committees, and Ad-Hoc Committees. These committees originate from three different sources: City Code, Council action, and state statute.

1. Commissions

The Commission is a standing committee that is required by state law or to which the Council has delegated final decision-making authority. Establishment of a commission shall be established by an ordinance of the Council.

The commissions & agencies include:

- Planning Commission

2. Advisory and Volunteer Committees

An advisory and volunteer committee is a standing committee that is not required by state law (with the exception of the budget committee). Establishment of an advisory and volunteer committee shall occur by an ordinance of the Council. Each committee is generally appointed for the dual role of:

1. Advising and making recommendations to the City Council regarding topics as specified in the committees enabling provision,
2. Providing volunteer work toward the City Council goals and work plan to achieve objectives as specified in the committees enabling provision.

The Advisory and Volunteer Committees include:

- Budget Committee (BC)
- Community & Economic Development Committee (CEDC)
- Environmental Management Advisory Committee (EMAC)
- Public Arts Committee (PAC)
- Transportation Committee (TC)

3. Ad-Hoc Committees

An ad-hoc committee refers to a temporary committee appointed for a specific term to accomplish a specific task or project. Ad-hoc citizen committees shall be established by a resolution of the Council. The resolution identifies the term of the committee, the task or project, and such other direction as the Council deems appropriate. Examples of Ad-Hoc Committees have included the Parks and Recreation Master Planning Ad-Hoc Committee, Transportation System Planning Ad-Hoc Committee, and the Housing and Economic Opportunities Ad-Hoc Committee.

Committees & Volunteers Established by Staff

There are two distinct types of volunteer groups established by staff: Staff appointed ad-hoc committees and volunteer groups.

1. Staff Appointed Ad-Hoc Committees

A staff appointed ad-hoc committee refers to a temporary committee appointed for a specific term to accomplish a specific task or project. Staff appointed ad-hoc committees are established as necessary by the City Manager, or designee, to provide additional staff assistance or professional recommendations on issues of an administrative nature. Staff appointed ad-hoc committees have no recommendation authority to the City Council and establishment of staff appointed ad-hoc committees does not require City Council action. Examples of Staff Appointed Ad-Hoc Committees have been the Finance Ad-Hoc Committee.

2. Volunteer Individuals and Groups

Volunteer groups refer to many different informal groups working with the City of Florence to meet the needs of the City's goals and work plan. Volunteer groups have no recommendation authority to the City Council and do not meet in regular formal settings. Volunteer groups may be established on a temporary or long-term basis depending on the needs and desires of the volunteers and the availability of work to be performed and/or staff to provide supervision. Establishment of volunteer groups require no Council action.

Volunteer groups may include, but are not limited to:

- Airport Volunteer Group
- Florence Events Center Volunteers
- Florence Police Auxiliary and Reserve Members
- Parks Volunteers

Applicability of this Policy: This manual seeks to primarily clarify the role of Committees and Commissions which are established by the City Council and thus have a decision making and/or recommendation authority for the City Council. The provisions of this manual shall only pertain to Committees and Volunteers established by staff as determined appropriate by the City Manager.

Individual Volunteer Policy: All other volunteers for the City of Florence including Staff appointed ad-hoc committee members and individual volunteers and volunteer groups are governed by the City of Florence Individual Volunteer Policy Manual.

Chapter 3 – Committee & Commissions Summary

Below is a synopsis of the City's Committees & Commissions. For more information about City commissions and committees or their meetings, please visit the City of Florence website at www.ci.florence.or.us.

Commissions

- **Planning Commission (PC):** The Planning Commission holds public hearings and makes recommendations to the Council concerning Comprehensive Plan and Development Code amendments; applications for Plan and Zoning Map amendments; reviews development proposals; administers procedures and standards to assure that the design of site and building improvements are consistent with applicable standards. It has seven members.

Advisory & Volunteer Committees

- **Budget Committee (BC):** The BC reviews the City's budget. It has five citizen members in addition to the Mayor and Councilors.
- **Community & Economic Development Committee (CEDC):** CEDC serves to advise the Council and implement the provisions of the City Council goals and work plan related to community & economic development initiatives.
- **Environmental Management Advisory Committee (EMAC):** EMAC serves to implement the requirements of the Florence City Code relating to solid waste management including developing strategies, informing the public and advising the Council as well as proposing minimum and maximum rates and classifications for solid waste services.
- **Public Arts Committee (PAC):** PAC serves to establish and maintain a city art collection, prepare for and secure funding for additional art works, and consider projects by private developers and citizens that would result in public art.
- **Transportation Committee (TC):** The TC serves to advise the Council and implement the provisions of the City Council goals and work plan related to the development of the City's Transportation System.

Chapter 4 – Committee Membership & Expectations

All Council created commissions and committees are part of the City of Florence and work at the pleasure of the City Council as it sees fit to meet its overall mission and vision. All Council created committees and commissions may make recommendations to the Council. The Council then accepts, rejects, or modifies those recommendations. The Council relies on the committees and commissions to increase the variety of viewpoints and talents available to approach City issues. The Council also relies on the committees and commissions to provide additional volunteer hours to achieve objectives which might not normally be possible within the City's current staff time allocations.

The City of Florence believes that by concentrating on specific areas, members of committees and commissions can expand the level of expertise and can conduct detailed analyses that the Council itself may not have time to pursue. It is expected that committees and commissions may adopt positions of advocacy within their specific spheres of interest. The Council's role, however, is to take into consideration the often varied and sometimes conflicting public needs and determine what will best serve the public good. The Council must weigh the effect of any given recommendation, not only on the particular area of interest, but on all other City goals and programs.

Committee and Commission Expectations

All parties who are appointed to a committee or commission should expect to attend recurring meetings and devote considerable time for study of issues and performance of work above and beyond meeting attendance. Any party interested in applying for a committee or commission should reach out to the committee chairperson, city staff, or other parties to ascertain the amount of work involved in their potential role.

Each committee member also has the obligation to work cooperatively with other committee members. Committee members should exercise self-discipline and strive to always be objective, fair, and courteous with each other as well as with staff and the public. Respect for the time of other committee members, staff, and the public is of critical importance.

Meeting Absences: It is expected that all members of a committee will read and study meeting materials prior to each meeting and attend regularly scheduled meetings. However, it is understood that volunteers may need to miss meetings from time to time due to unforeseen circumstances.

Should a committee member be compelled to miss a meeting, that committee member shall notify the chairperson, vice-chairperson, and staff representative as soon as possible such that they may ensure a quorum is present for the meeting.

Committee members may be removed from a committee due to excessive lack of attendance. Chapter 6 of this manual dictates excessive lack of attendance to be:

- Absence from three (3) consecutive meetings without an excuse, as approved by the chairperson, and/or
- Absence from five (5) or more meetings over the course of a service year (February 1st – January 31st)

Making Up Absences: Should a member of a commission or committee be absent from a meeting, it is their responsibility to make up for the absence and keep up on the work of the group. The committee member may make up an absence by:

- Requesting the staff representative provide them with a digital copy or compact disc of the recording for the meeting and listen to the recording, and
- Meeting either in person, over the phone, or via email, with the chairperson of the committee to determine results and/or work allocations from the meeting.

Workers Compensation Insurance: Members of Committees and Commissions are vital members of the City of Florence's team. Volunteer hours donated by City of Florence volunteers represents a monetary donation to the City. The City Council has seen the value of volunteers as vital members of the City of Florence's team, and has elected to ensure that members of Committees and Commissions are provided worker's compensation insurance. City of Florence workers compensation insurance provides limited coverage for certain workplace injuries should they occur while the committee representative is serving the City of Florence in an approved capacity.

City and Committee Representation

Statements to the Media and Other Organizations: In general, the Committee chairperson shall be the appointed representative for each Commission or Committee. Unless authorized by the committee, an individual committee member may not represent the committee before any other committee, outside agency, the media, the general public, or City Council. Should the chairperson, or authorized member of the committee need to represent the committee to the media or other organizations, the committee member may only state the official position of the committee as approved by the majority of the committee.

Personal Opinions. When an individual committee member is appearing in a private capacity before other committees, outside agencies, the general public, or the City Council, either in an in-person or on-line setting, the committee member must clearly indicate that s/he is speaking as a private individual, not as an official representative of the City or the Committee.

Use of the City Logo or City Stationary: A committee or committee member shall only use the City logo or City stationary with direct and prior consent of the City Recorder's Office.

Obligation to the City / Purchasing / Contract Authority. No committee member, including the chairperson, vice-chairperson, or other party, shall have the authority to purchase items and/or sign contracts on behalf of the committee or the City of Florence nor does any member of the committee have the authority to obligate the city, whether by way of contract or other method. Staff representatives are responsible for coordinating purchases and contracts on behalf of the committee's work in compliance with the City of Florence's purchasing policies.

Chapter 5 – Committee and Commission Positions

Committee Chairperson & Vice-Chairperson Roles & Terms

In February of each year, all committees shall appoint a chairperson and vice-chairperson to serve for the following twelve (12) months. Chairperson & vice-chairperson terms shall run from February 1st – January 31st each year.

Should the committee not be able to decide on the appointment of a chairperson or vice-chairperson, the position(s) shall be allotted to those committee members with the most seniority on the committee.

Chairperson: The Chairperson performs the following duties:

- Presides at all meetings of the committee
- Approves the agenda prior to distribution
- Signs correspondence on behalf of the committee
- Works with Council ex-officio member (*if applicable*) to keep Council and the committee informed of relevant City or committee information
- Works with staff representative to coordinate the preparation of appropriate reports for the Council agenda including the annual committee work plan and activities report
- Approves committee member absences and meets with absent members to assist them in making up their absence
- Assists staff representative in training new members
- Performs other duties necessary or customary to the office

Chairperson shall serve for a period not to exceed two-consecutive years.

Vice-Chairperson: The vice-chairperson's role is to fulfill the role of the chairperson when the chairperson is not available. It is the expectation that the vice-chairperson will be the next party in succession to the role of chairperson for the committee and will fulfill the position during a vacancy or when the chairperson has reached their term limit.

In order to ensure an adequate transition in leadership, the vice-chairperson should be involved in all correspondence and work of the chairperson.

Chairperson / Vice-Chairperson Vacancy: In the event of resignation, vacancy, or removal of either the chairperson or vice-chairperson positions, the Committee shall designate a chair, or vice-chair, to serve for the remainder of the unexpired term.

Council Ex-Officio Member

Each year the Council may appoint an ex-officio member from its members to each committee and commission which indicates the position within its enabling provisions. The purpose of the Council ex-officio position is to provide a direct line of communication between the committee or commission and the Council. The Council ex-officio member and

the chair of the affected committee have a joint obligation to keep the Council and the committee informed of relevant City or committee information.

The Council ex-officio member serves as an appointed member of the particular committee, sits with the committee and participates in all discussions, but does not vote on decisions. The Council ex-officio member utilizes their voice within discussions to encourage two-way communication between the Council and the commission. However, the Council ex-officio member may not speak for the Council on any item the Council has not made a formal determination upon.

Staff Ex-Officio Member

Each year, the City Manager may appoint an ex-officio member to each committee and commission which indicates the position within its enabling provisions. The role of the staff ex-officio members work similarly to the Council Ex-Officio member. Staff ex-officio members serve as a member of the particular committee, sit with the committee and participates in all discussions, but does not vote on decisions. These City employees have a responsibility to assure that the committee is aware of laws and administrative processes affecting proposed policy and operational recommendations. Staff must be constantly aware of the responsibility to represent overall Council priorities and administrative policies of the City.

Other Ex-Officio Members

Other types of ex-officio positions may be included within a commission or committees enabling provisions as appropriate to further communication between various types of groups. Examples of ex-officio positions include representatives of other city commissions or committees with overlapping work plans and goals. The role of these positions work similarly to the Council / Staff Ex-Officio members. These members shall be appointed by the groups they represent.

Staff Representative(s)

Each Committee and Commission will be assigned a staff representative to provide support to the Committee or Commission. This staff representative may be the same person as the Staff Ex-Officio member, or may be another staff member. The staff's representatives responsibility is to assist the committee in its functions and to represent the City of Florence. The staff representative may sit at the table to allow for maximum understanding of the discussions / votes, but does not participate in discussions unless called upon by the committee chair, or unless to note a legal, budgetary or administrative concern.

Other responsibilities include the following:

- Provide professional and technical advice
- Provide clerical assistance on the preparation, duplication, and distribution of committee materials
- Maintain public records created by the committee including digital recordings and/or minutes, reports, recommendations, and letters, as required by state law
- Prepare the committee agenda in consultation with the chairperson / vice-chairperson

- Maintain accurate records of committee membership in coordination with the City Recorder's office
- Notify committee members and the public of upcoming meetings
- Coordinate with committee chairperson in the preparation of appropriate reports based on the Committee's actions for the Council agenda
- Coordinate with the City Recorder's office and committee chairperson to ensure adherence to the required council report format and timetable for submittal
- Coordinate with the Human Resource's office to ensure accurate and timely volunteer hour reporting
- Schedule meeting rooms for committee meetings

Relationship between Staff and the Committee

City staff members do not report to the Committee or its chairperson and shall not be directed to perform work on behalf of the committee. Staff work direction above and beyond committee administration shall be dictated through the annual committee work plan as approved by the City Manager and the City Council.

If a committee desires information, a report, or work to be performed by staff, which was not included in the annual work plan, and which will require more than 15 minutes of staff time, the committee shall make such request to the applicable department director in writing prior to pursuing the project. The Committee should direct the department director with regard to the urgency of the referral. Following this procedure will prevent staff from being diverted from priority projects.

City staff members should take the initiative to inform committee members about activities, projects, and work that is taking place elsewhere in the organization and among other committees. Staff should also present a balanced report on controversial issues, so that both positive and negative aspects can be readily identified.

Committee Sub-Committees: Except for the Planning Commission and Budget Committee, commissions and committees are encouraged to form sub-committees should such formation be determined to be useful in the completion of the committee's work plan. Work before a sub-committee must be administrative or research orientated in nature. Any actions of the sub-committee must be approved by the committee as a whole, or authority must be given to the sub-committee by Committee action at a publicly held meeting prior to the action taking place. Sub-committees shall not be made up of a quorum of members of the committee. Care must be taken to ensure subcommittee meet the requirements of public meetings as detailed in Chapter 8 including avoidance of inadvertent public meetings.

Chapter 6 –Appointments, Membership Provisions, Vacancies & Training

Appointments to Commissions & Committees

Appointment Criteria: It is the policy and intent of the City that for every committee position, every applicant will be considered on an equal basis for all positions without regard to race, ethnicity, color, national origin, religion, gender, age, marital or veteran status, sexual orientation, disabilities, or other protected status or activities in accordance with state and federal laws.

Each commission & committee requires specific knowledge and history of the items within the purview of the individual committee. The provisions of each committee establish the criteria that shall be utilized for appointment to each committee. These criteria include, but are not limited to, such items as:

- City of Florence residency
- City of Florence business ownership
- Local business / non-profit / government representation
- Professional background
- Other pertinent information as to allow the Mayor to make an informed appointment decision

Reappointment: Committee members may be reappointed to all committees, but incumbents shall submit application materials in the same manner as any new applicant. The City Recorder's office notifies members whose terms are expiring in order to provide them an opportunity to apply for reappointment.

Eligibility of City Employees for Appointment: Current City of Florence employees may not serve on City committees. Employees are welcome and encouraged to attend meetings, observe, and become involved when appropriate as a member of the community.

Serving on Multiple Committees: In order to ensure maximum community involvement, members of a City commission or committee may not participate in more than one committee, unless to fill a representative position as indicated committee's enabling provisions. (such as an Ex-Officio representative position)

Appointment Process

The Mayor is authorized to appoint all of the members of the City's commissions and committees per Florence City Code Title 2 Chapter 1. This code provision sets out the City of Florence's process for the appointment of members of the City's committees and commissions created by the City Council and sets the general protocol for the Mayor to solicit feedback from the public and the City Council.

Florence City Code Title 2, Chapter 1, Section 2-B states:

Prior to making any appointment the Mayor shall:

- Provide notice to the public and the Council of the position to be filled, qualifications if applicable, and the time and manner in which applications may be submitted.
- Solicit recommendations from the Councilors concerning potential appointees; and
- Confer with the Council, at a meeting, or with each Councilor individually, concerning potential appointees.

Below is a general timeline of how this process is completed:

Fall / Winter Full Recruitment	Spring / Summer Mid-Term Recruitment	Action
Late October / Early November	Late May / Early June	<ul style="list-style-type: none"> • Commission & Committee vacancies and the intent to recruit for applicants are announced at a City Council meeting, along with a preliminary recruitment timeline and application deadline • Applications are posted to the City of Florence website and public service announcements are sent to the media.
December 31st	June 30th	Application Deadline
~ January 2 nd	~ July 1 st	<ul style="list-style-type: none"> • Applications are submitted to the Mayor and Councilors
Early / Mid- January	Early / Mid-July	<ul style="list-style-type: none"> • Councilors provide comments on applicants to Mayor • Mayor solicits feedback on applicants from Chairperson and Staff representative of each committee • If necessary, Mayor calls and/or schedules meetings with applicants to obtain additional information
Mid to Late January	Mid to Late July	Mayor announces Committee Appointments at a City Council meeting
February 1st	August 1st	New Committee appointees begin their terms

Terms: The term of office for members of City Council created committees and commissions, with the exception of City Council & Staff Ex-Officio members, shall be four years. A Committee year runs February 1st and ending January 31st.

Number of Meetings: Committees are expected to set recurring meeting date/times. Most committees meet once per month, with the potential to meet more or less frequently, as needed to conduct its business. Committees are encouraged to not meet more than once per month. In February of each year, each committee shall set its annual meeting calendar.

Membership Roster: The City Recorder's office shall maintain a membership roster for each committee. Rosters shall include all contact information for each member and staff representative, as well as term of office information for each committee position. A public version of the roster, without private contact information, is available on the City of Florence website at www.ci.florence.or.us.

Members are responsible for notifying their staff representative as soon as possible should any contact information change. Staff representatives are responsible for submitting contact information changes to the City Recorder's Office.

Resignation Procedure for Committee Members: A committee member wishing to resign, or who no longer meets the residency or other requirements to serve, shall submit a letter of resignation (email notification is satisfactory) to the City Recorder's office, their staff representative and chairperson / vice-chairperson. Verbal notifications are not sufficient.

Removal

Members of all city committees and commissions serve at the pleasure of the City Council. Except for the Planning Commission and the Budget Committee, the Mayor is authorized to remove any member of a committee for misconduct or non-performance of duty after consultation with the Committee Chairperson, Vice-Chairperson, Council Ex-Officio member and staff ex-officio member.

Removal due to misconduct: Misconduct includes, but is not limited to:

- Conviction of a felony
- Failure to declare a conflict of interest
- Failure to adhere to public meetings law
- Failure to follow the City of Florence's Committee & Commission policies
- Failure to comply with any applicable requirement of the City of Florence code
- Any matter or conduct which, in the opinion of the City Council, creates animosity, impedes the job of the particular body, or tends to render the City ineffective or open to ridicule

Removal due to non-performance of duty: Non-performance of duty includes, but is not limited to:

- **Excessive lack of attendance:** Excessive lack of attendance is determined to be:

- Absence from three (3) consecutive meetings without an excuse, as approved by the Chairperson, and/or
- Absence from five (5) or more meetings over the course of a service year (February 1st – January 31st),

It is the joint responsibility of the Chairperson and staff representative to track absences and report instances of excessive lack of attendance to the City Recorder. Once the City Recorder is notified of the instance of excessive lack of attendance, he or she will notify the offending committee member & Mayor, deem the position vacant and note the position for recruitment during the next recruitment cycle.

Removal of members of the Planning Commission and Budget Committee: The process and criteria for removal of a member of the Planning Commission or Budget Committee is dictated by FCC 2-1-6-E, to be performed by the City Council and shall include a hearing.

Training Process for New Members & Recurring Training

The City Recorder’s office will work with the staff representative and the Chairperson / Vice-Chairperson of each committee, and the Human Resources Department to develop a specialized orientation for new members and perform recurring training for individual committees.

This orientation should include:

- a review of this manual,
- overview of the City Council & committee goals / work plan,
- overview of applicable current city projects,
- Safe work rules and rules of conduct,
- Relevant sections of the employee handbook,
- contact information for staff and other members, and
- meeting time place.

Chapter 7 – Goals & Work Plans

Committee’s Role in Goal Setting / Work Plan Creation

Each January, the Council develops or reaffirms goals and a work plan for the City to meet over the next fiscal year and/or biennium. Clear goals provide the foundation for the future success of this process. This goal statement and any other background documentation for clarifying the Council’s priorities are provided to the committees in the early months of each year.

After receipt of the Council goals & work plan, all permanent standing commissions and committees, except for the Budget Committee, are then charged with developing:

- an annual work plan for their committee for the upcoming year, and
- a report on the activities of the committee over the prior service year

The chairperson of each committee is responsible for coordinating the creation of these reports. The work plan must be consistent, relevant, and supportive to the Council’s goals.

The commission / committee’s work plan and prior year activities report shall be presented to the City Manager and City Council for approval at a Council meeting in the spring of each year. This action will generally occur on the consent agenda. Staff representatives shall work with the City Recorder’s office and each commission & committee chair to ensure timely submittal of the commission & committee’s work plan and activities report.

Should a commission / committee feel the need to amend their work plan prior to completion of the planned year, the committee should submit a request in writing to the City Recorder’s office following the procedure for committee reports and recommendations to Council (next section).

Except for the Budget Committee, the Council meets with representatives of all the commissions and committees in a work session in the fall of each year. The purpose of the work session is to provide Council with input regarding the commissions / committees work programs and issues, and to forward information regarding potential issues that may contribute to the Council’s goal-setting work. The Council then takes this information into consideration when creating its goals and work plan for the coming year.

General Commission & Committee Yearly Schedule	
Approximate Date(s)	Action
February <i>(1st Committee meeting of the service year)</i>	<ul style="list-style-type: none"> • Welcome new members • Appoint Chairperson / Vice-Chairperson / Secretary (optional) • Approve annual committee meeting calendar
February / March	<ul style="list-style-type: none"> • Review Council goals & work plan • Begin creation of commission / committee work plan & prior year activities report
April / May	<ul style="list-style-type: none"> • Committee approval of proposed work plan & prior year activities report • Committee work plan & prior year activities report submitted to City Manager & City Council for approval
October / November	<ul style="list-style-type: none"> • Work session with City Council to: <ul style="list-style-type: none"> ○ Review work performed thus far ○ Receive Committee recommendations for overall City work plan & budget

Reports & Recommendations to Council

With the exception of the annual Council work session with representatives of the committee, all reports and recommendations presented to Council shall be documented in the committees approved work plan.

All reports & recommendations submitted to Council shall be presented by the Committee chair and/or authorized committee representative(s). The reports shall be prepared in such a way that the Council fully understands the issue and what action, if any, it is to take. A report should include a clear recommendation, the reason for the recommendation, the facts on which it is based, points of disagreement within the commission or committee, and a minority recommendation, if any.

Quality commission reports and recommendations consider the Council’s necessity to view an issue as broadly as possible. The Council must fully understand the relevant background and implications, including costs, of each action it is asked to take.

Submission of quality reports will enable the Council to act knowledgeably and expeditiously on reports and will reduce the likelihood of the Council referring the report back to the commission or committee for clarification.

Commissions and committees are to transmit their written findings and recommendations to the Council through the Council agenda packet. Staff representatives are responsible for scheduling committee reports for action by the Council. Please contact the City Recorder's office for details and timelines.

In some cases, a commission or committee may need direction from the Council in order to accomplish a task. This type of instruction can come from a Council work session. City staff can place the committee or commission's item on the Council agenda by working with the City Recorder.

Monthly Committee and Commission Reports

It is the responsibility of the chairperson of each committee to coordinate with their committee or commissions to provide complete, concise, and accurate reports to the Council on a monthly basis. These documents should be prepared in such a manner that the Council fully understands the issues before each committee and what action, if any, has occurred at the committee level, as well as what action may be necessary at the Council level. Reports for the month prior are due to the City Recorder by 5 p.m. on the first Friday of every month.

Chapter 8 – Public Meetings

Meetings

Meetings must be held within the city limits of Florence and only at the place specified on the agenda. Virtually all meetings of governing bodies, which include standing and ad-hoc committees, are open to the public in the State of Oregon. ORS 192.620 establishes Oregon’s policy of open decision-making by governing bodies.

Requirement to be Accessible to the Public

All public meetings must be accessible to all public parties including people with disabilities. All committee meetings must be held at wheelchair-accessible locations. This includes the approach to the facility entry, path of travel within the facility, and rest rooms.

Quorum: A majority of the members of a Committee shall constitute a quorum. A quorum of members must be present to proceed with a meeting. If a quorum is not obtained within fifteen minutes of the scheduled start time, the meeting cannot take place, and the meeting room needs to be vacated. The digital recording and/or minutes for the meeting shall dictate that the meeting did not take place for lack of a quorum.

Inadvertent Public Meetings: Inadvertent public meetings must be avoided. If committee members willfully violate public meetings law, they can be held personally liable for any damages, including attorney fees. Inadvertent public meetings may occur when a quorum of a Committee meets outside of a public meeting.

Attending meetings of other public bodies: If a quorum of a committee were to attend the meeting of another public body (e.g. another City of Florence committee, City Council, or other governing body), it could give the appearance that the committee is having a public meeting. Therefore, if a quorum of a committee plans to attend the meeting of another governing body, their attendance should be formally noticed.

Social Gatherings: A quorum of a committee may participate in social gatherings. However, even when meeting socially, no official business can be discussed lest the social gathering turn into or give the appearance of a public meeting.

Training Sessions and Field Trips: The Attorney General’s manual on public meetings law provides guidance on training sessions and field trips. No deliberation can take place during a training session and / or field trip. The City of Florence seeks to ensure the ability of the public to be informed not only of the decision of government, but also of the information upon which such decisions were made. Consultation with the City Recorder’s office is necessary if a committee wants to have a field trip or training session.

Email, Texting, Instant Messages, and other electronic communication: Committee members and staff must take care not to participate in non-contemporaneous communications that could turn into a serial communication. The City encourages the use of email as a one-way communication tool. To this end Committee members should not ‘reply all’ to any emails to avoid an issue of a quorum. Staff should be caution of being an intermediary in a serial communication that taken as a whole turn into deliberation, and thus, a public meeting.

Communication Access

All committees must provide communication access in the form of accommodation to members of the public so that they may have an equal opportunity to participate in and benefit from committee meetings. This particularly affects citizens who are vision or hearing impaired and may involve requests for such accommodations as providing meeting agendas in large print or braille or the provision of a sign language interpreter at the meeting.

It is the responsibility of City staff to arrange for accommodations. The City of Florence asks that requests be made 48 hours prior to the meeting.

Notice of Meetings

The City of Florence produces a calendar of public meetings available online at www.ci.florence.or.us. City staff is responsible for providing notice of the meeting for inclusion on the City's online calendar.

The Public Meetings Law requires that public notice be given of the time and place of meetings. This requirement applies to regular, special, and emergency meetings. The public notice requirements apply to any meetings of a governing body subject to the law, including committees, subcommittees, and advisory groups. A notice must be reasonably calculated to provide actual notice to the persons and the media that have stated in writing they wish to be notified of every meeting.

Closed Meetings

The Public Meetings Law authorizes governing bodies to meet in executive session in certain limited situations (ORS 192.660). The occasions when an advisory body may legally meet in a closed session are rare. It is the responsibility of the city staff representative to consult with the City Recorder's office if a committee feels it must conduct a meeting in an executive session. The City Recorder will coordinate such requests in consultation with the City Attorney and staff representatives.

Public Hearings, Public Forums and Workshops

Public Hearings are a relatively formal proceeding and are a legally required step proceeding action by a committee sitting as a quasi-judicial body. A public hearing must include specific elements, which are recorded in the minutes, such as testimony from an applicant, appellant, interested citizens or an introduction into the record of pertinent facts and findings.

Public Forums are an opportunity for committees to receive public input in a less formal atmosphere. It is a chance for citizens to ask questions and express support or concern for proposals being considered.

Workshops are designed to elicit citizen input in the least formal manner, allowing maximum interactions between citizens and committee members. Frequently, workshops are held on a drop-in basis. Citizens can learn more about certain proposals and can register their impressions of the ideas. Workshop sessions do not culminate in action at that meeting.

Legally required actions or recommendations should be taken either at the next regular meeting or at another publicly announced date and time.

Digital Recordings & Minutes Requirements

Public Meetings Law requires the preparation and retention of digital recordings and/or minutes for each committee or commission meeting. All committees and commissions shall maintain a digital recording of the meeting as the primary method of meeting this requirement. In addition, staff or representatives of Commissions shall be required to prepare minutes of each meeting to be approved by the committee.

Should an Advisory & Volunteer Committee wish to maintain written minutes, the committee shall nominate a volunteer secretary of the committee to prepare minutes to be approved by the committee.

Digital Recording

Staff representatives shall ensure that the digital recording of each meeting is prepared in such a way as to be understandable in the future and shall ensure that the recording includes the following:

- A roll call of members present
- Announcement of members absent
- Motions, proposals, resolutions, orders, and measures proposed and their disposition
- The results of all votes including the names of committee members proposing and seconding all decisions, and a detail of vote results including the names of committee members and their resulting votes
- Reference to any document discussed during the meeting

Minutes

Should the committee either elect or be required to create minutes, the minutes shall include written documentation of the items required for digital recordings. Minutes shall not be a verbatim transcript, but must give a true reflection of the matters discussed at the meetings.

Meeting Materials and Items Distributed

Materials distributed during public meetings are public record. Any materials distributed at a meeting that are not included in the agenda packet must be provided to the staff representative to be preserved for the public record. For additional, detailed information, please see the Attorney General's Public Records and Meetings Manual found online at <http://www.doj.state.or.us>.

Chapter 9 – Agendas & Meeting Procedures

Agendas

Public Meetings Law requires that the notice of any meeting, ‘include a list of the principal subjects anticipated to be considered at the meeting’. This list should be specific enough to permit members of the public to recognize the matters in which they are interested. This requirement is generally met by the distribution of the agenda. The agenda does not need to go into detail about subjects scheduled for discussion or action, but it should be descriptive enough so that interested persons will get an accurate picture of the agenda topics.

Agendas of public meetings are posted at City Hall and online at www.ci.florence.or.us. Citizens can subscribe to an email distribution list to be notified when agendas are available on the City of Florence website at www.ci.florence.or.us/newsletter/subscriptions.

Agenda & Meeting Materials Distribution Timeline: Whenever possible, agendas will be made available three days in advance of the meeting. Additionally, it is best practice to include supporting documents such as memos, staff reports, or presentations, as part of the agenda packet.

Meeting Procedures

Recognition: Committee members will address the Chair and await recognition to be able to speak. No persons other than the Chair and the person having the floor shall enter into any discussion without permission of the Chair.

Food and Beverage: Because of budget constraints, departments generally are unable to provide food and beverages at committee meetings. Committee members may choose to provide food and beverages within their membership and at their own expense.

Training and Travel: Except in specific circumstances, the City does not provide paid training or cover travel expenses for committee members. Committee members are encouraged to expand their knowledge base and expertise by attending various community events and public meetings and by engaging with City staff, members of other committees, and the general public.

Committee Member Participation via phone or video conferencing: Should equipment / staff capabilities be available; committee members are able to participate and vote via phone or video conferencing. Member’s interested in participating in this fashion should contact their staff representative to coordinate logistics at least 3 days in advance of the meeting. Should the staff representative determine that a phone or video conferencing option is not available, he or she shall notify the requesting committee member as soon as possible. Should the requesting committee member not be able to attend the meeting, they will be responsible for making up for the absence.

A commission or committee meeting cannot be presided over via phone or video conferencing. Should the committee chairperson be unavailable for a meeting, presiding duties shall transfer to the vice-chairperson.

Agenda Order of Business: The order of business for all commission and committee regular meetings shall be set by the committee chairperson, but are encouraged to be as follows:

1. Call to Order & Roll Call
2. Presentations & Announcements
3. Public Comment on Items not on the agenda
4. Action items
5. Report items

Call to Order & Roll Call: The Committee Chair calls the meeting to order and coordinates a roll call of the names of members present and absent for the digital recording and / or minutes.

Presentations & Announcements: Any presentations & announcements of outside parties before the committee are encouraged to occur at the beginning of a meeting.

Public Comment on Items not on the agenda: Committees exist to encourage public outreach and communication and thus all committee meetings shall allow for public comments at the beginning of each agenda. In general, the public comment period may be limited by the committee or chairperson. Recommended time limits are for public comment periods are not to exceed a maximum time for 15 minutes for all items, with speakers limited to three minutes per person.

Action Items

Public Comment on Action Items: The public is generally entitled to comment on all action items before the committee. In general, the public comment period for action items may be limited by the committee or chairperson. Recommended time limits are for public comment on action items not to exceed a maximum time for 15 minutes for all items, with speakers limited to three minutes per person.

Motions: Committee members must clearly and concisely state a motion if it is not reflected in the agenda item language as published. Motions die if they do not receive a second.

Vote: The Chair may ask for a voice vote or roll call vote for all decisions. All Committee members are expected to vote on each motion unless disqualified for a specific reason. Any Committee member may request a roll call vote on any motion or request a vote to be changed if the request is made prior to consideration of the next order of business. Any Committee member who wants to explain the reasons for his or her vote may do so before or after the vote. The Chairperson shall ensure the record of the vote and all abstentions are noted for the meeting recording.

Adjournment: The Chair will adjourn the meeting once all business has been considered or postponed.

Chapter 10 – Ethics and Accountability

State law defines a code of ethics, including conflicts of interest, and establishes reporting procedures for statements of economic interest (ORS Chapter 244).

Conflict of Interest: Committee members need to provide unbiased advice to the City Council. All members of committees should be aware of the need to avoid any instance or appearance of conflict of interest. Conflict of interest standards are generally applicable to all committees. In general, committee members should not vote whenever they have any kind of direct or indirect financial benefit in the action or recommendation proposed. State law requires that public officials may not use their position for financial gain.

Respectful Environment. Members of all City committees are representatives of the City and are expected to adhere to City policies related to Ethics, Workplace Discriminatory Harassment and Workplace respect and code of conduct.

Political Campaigning: Oregon law governing political campaigning by ‘public employees’ includes all public officials who are not elected, whether paid or unpaid, including committee and commission members. ORS 260.432, Restrictions on Political Campaigning for Public Employees, prohibits public employees from being involved in promoting or opposing any political committee or initiative, referendum or recall petition, measure or candidate while on the job during working hours. Appointed committee members are acting in official capacity when they are at a meeting of the committee, working on a duty assigned by the committee, working on official publications or written materials of the committee, or when appearing at an event in an official capacity. For more information, see the Additional Resources section of this manual.

Additional Resources

- **Guide for Public Officials and the Guide for Public Officials 2015 Supplement:**
<http://www.oregon.gov/ogec/Pages/index.aspx>
- **ORS 192 – Records; Public Reports and Meetings:**
https://www.oregonlegislature.gov/bills_laws/ors/ors192.html
- **ORS 244 – Government Ethics:**
https://www.oregonlegislature.gov/bills_laws/ors/ors244.html
- **ORS 260.432 – Restrictions on Political Campaigning for Public Employees:**
https://sos.oregon.gov/elections/Documents/260.432_quickref.pdf
- **Roberts Rules of Order:** www.robertsrules.com

**CITY OF FLORENCE
RESOLUTION NO. 21, SERIES 2018**

**A Resolution establishing a City of Florence Audit Ad-Hoc Committee and
repealing Resolution No. 23, Series 2011.**

RECITALS:

1. The City Council established a goal within the 2017-18 City Work Plan to comprehensively review and clarify the City's Committee and Commission policies and codes.
2. The City Council deliberated at duly publicized meetings on November 15, 2017, January 16, 2018, September 19, 2018, and October 24, 2018, to review the overall direction of the City's Committee & Commission program including examination of current processes and program options.
3. The City Council decided that the City's efforts toward public outreach and community involvement in financial oversight would be best served through the establishment of an Audit Ad-Hoc Committee and thus chooses to repeal the Audit Committee provisions within Resolution No. 23, Series 2011.

Based on these findings,

THE CITY COUNCIL OF THE CITY OF FLORENCE RESOLVES AS FOLLOWS:

1. The City of Florence Audit Ad-Hoc Committee Enabling Provisions, Exhibit A, is adopted by the City of Florence City Council.
2. The City of Florence repeals Resolutions No. 23, Series 2011 concerning the Florence Audit Committee.
3. This Resolution shall become effective on February 1, 2019.

ADOPTION:

This Resolution is passed and adopted on the _____ day of _____, 2018.

Joe Henry, Mayor

Attest:

Kelli Weese, City Recorder

Resolution No. 22, Series 2018
Exhibit A

CITY OF FLORENCE
AUDIT AD-HOC COMMITTEE

- 1: **Establishment:** An Audit Ad-Hoc Committee is hereby established for the City.
- 2: **Membership:**
 - A. **Committee Representation:** The Audit Ad-Hoc Committee shall consist of the following three (3) voting members:
 - a. Mayor of the City of Florence
 - b. Chairperson of the City of Florence Budget Committee
 - c. One (1) Citizen at large, with interest, knowledge, or experience in municipal finance and/or public accounting.
 - B. **Ex-Officio Membership.** In addition to the committee membership, the following non-voting ex-officio members may be appointed:
 - a. One (1) City Staff member
- 2: **Committee Term:** The Audit Ad-Hoc Committee shall serve each year for a limited duration as necessary to accomplish its annual duties.
- 3: **Membership Term:** The One (1) Citizen at Large position shall be appointed for a term of four (4) years.
- 4: **Appointments, Vacancies and Removals:** Appointments, vacancies and removals shall occur in the manner dictated in Title 2 Chapter 1.
- 5: **Chairperson:** The Mayor shall act as Chair for the Committee with the responsibility to report to the full Council a summary of the Committee's activities and recommendations for oversight of the financial reporting process, for the appointment of an audit firm, for approval of the audited financial statements each year, and for suggesting from the Committee for improvement in internal controls and financial reporting.
- 6: **Powers and Duties:** The Committee shall serve as follows:
 - A. **Oversight:** The Committee shall have oversight over the financial reporting process at the City and of the internal controls of over the City's financial reporting.
 - B. **Fraud, Unbudgeted Expenses, and Misuse of Funds.** The Committee shall review the City's internal controls for the purpose of assisting the City Manager and the Finance Director in the detection and prevention of fraud at the City. It shall conduct a fraud risk assessment each year and monitor the process of fraud prevention at the City. The Committee shall report its findings and recommendations with regard to fraud and fraud prevention to auditors each year as part of the City's annual audit.
 - C. **Communication.** The Committee is charged with oversight of all financial reporting at the City. It is also charged with communicating with the City's auditor each year during the annual audit process. In addition, City management is charged with reporting to the Committee how the City's internal control serves to prevent, deter, and detect materials misstatements due to fraud and/or error.

D. **Significant Transactions.** As part of its oversight function, the Committee shall review and approve significant and unusual financial transactions. Examples of significant and unusual transactions would be the purchase and valuation of investments, issuance and refinancing of long-term debt, related-party transactions, and significant accounting estimates. The City's auditors are to evaluate each year whether the Committee is appropriately involved in the financial reporting process.

7: **Meetings:**

- A. **Quorum.** A quorum shall be two (2) voting members.
- B. **Voting & Decisions.** Approval of any matter by the Committee shall require at least two (2) affirmative votes.

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 8
Meeting Date: November 5, 2018
Department: CMO

ITEM TITLE: City Hall Furnishings Purchase & Installation

DISCUSSION/ISSUE:

The City Hall Remodel and Expansion is nearing completion with an expected substantially complete date from the contractor in mid-December. We are at a point in construction where the furnishings need to be purchased in order to have a delivery and install date in early January. City staff have been working with the representative from Office World in Eugene to program the furniture for the facility. Office World is the local vendor for Herman Miller and Sit-On-It products that are found on State and Federal cooperative purchasing agreements.

Price Agreement & Vendor Selection

The City of Florence is a member of both the Oregon Cooperative Procurement Program (ORCPP) and US Communities cooperative purchasing programs. ORCPP uses an intergovernmental agreement with government partner entities to provide access to statewide price agreements to purchase goods and services. US Communities is a national cooperative purchasing program that provides procurement resources to local and state governments, school districts, higher-education, and nonprofits. Both organizations facilitate competitive bid processes for goods and services. They provide the outcomes of those competitive bids to members to utilize.

- ORCPP Agreement #8278 – Herman Miller Products
- US Communities Contract #4400003403 – Herman Miller and Sit-On-It Products

The City has chosen to utilize the purchasing agreements to streamline the programming for the facility. Based on our past experiences, there is a lot of work that goes into outfitting each space with furnishings that will fit the needs and the space requirements. Having the supplier do this work ensures that the selected product will be as envisioned. Depending on the product, the price agreement provides anywhere between 44% and 67% discount from the list price of the items.

Office World is an authorized vendor of these contracts and of the products. The City has utilized Office World for other projects in the past, such as the cubicle partitions at the Justice Center that are currently being used in the temporary City Hall space. Our experience with this company has been good and the process of installation for furnishings has gone smoothly.

Design & Furnishings Overview

To design the spaces, we have worked with the individual departments to determine their needs and how they anticipate utilizing the new spaces. Office World provided for both floors of City Hall. We have reviewed what spaces will be filled upon move in and which ones will be for future growth. The

quote provided by Office World includes those spaces that will be filled upon move in. While we have design work for the other spaces, we will wait to order those furnishings either until they are needed for staff space or we have a better understanding of how the space will function in the new layout.

Quoted furnishings include:

- 1 – Council Chambers
- 1 – Large Conference Room
- 2 – Small Conference Rooms
- 1 – Reception Area
- 1 – Waiting Area
- 12 – Main Floor Offices
- 2 – Basement Offices
- 4 – Main Floor Cubicle Workspaces
- 1 – Admin. Open Reception Workspace
- 1 – Breakroom
- 1 – Records Room Workspace

What was not included:

- 2 – Basement Offices
- 3 – Basement Open Workspaces
- 1 – Main Floor Open Work Space
- 1 – Records Room Storage*

* For the records room storage, Office World designed a No Trac Moving Aisle system of shelving to optimize the space. This would allow greater storage in the records room by having shelving that can compress and extend depending on which shelving unit you are looking at. This is a system you often see in libraries and has been utilized by several city hall upgrades we have looked at, including Creswell. This is an item we will budget for in the next few years, but in the meantime, we will utilize shelving and filing cabinets that we currently have.

Cost of Product

As we review the quote, there is one item that has changed since our estimate of furnishings in December 2017. Originally, we had assumed the newer green chairs used in the conference room and the Council Chambers would be utilized in the remodeled facility. These have since been redistributed to the Florence Events Center (FEC) for use in their two conference rooms as a replacement for the chairs that had been purchased 20 years ago. To account for this expense, the FEC will purchase these chairs from City Hall at a depreciated value of 60%, since they are four years into their assumed useful life of ten years.

The Office World quote includes the design work, products, and installation of furnishings at the required BOLI labor rates. The quote is outlined below, along with the impact of the FEC reimbursement.

Design Work – 24 Hours	1,560.00
Product as Designed	101,173.73
<u>Delivery & Installation</u>	<u>7,500.00</u>
Furnishings Subtotal	\$ 110,233.73
<u>FEC Reimbursement</u>	<u>(8,347.12)</u>
Total Furnishings Impact	\$ 101,886.61

The budget for furnishings and equipment was \$105,000 as approved by City Council when the construction contract was approved in December 2017. The total impact of the furnishings will be approximately \$102,000. The City will also be purchasing three appliances for the breakroom with the additional \$3,000.

Delivery & Installation

If the City Council approves the purchase of furnishings from Office World, the order will be placed the following day. The estimated supplier lead time is six to eight weeks plus transit time. With the timing of City Hall completion being in mid-December, we have to work around the holiday hours of the manufacturer. We have been told the manufacturer essentially shuts down for the two weeks surrounding Christmas and New Years.

We anticipate delivery and installation occurring early to mid-January based on the information we have. This will provide time for the contractor to demobilize from the job site and allow City staff to have time to perform items outside of the contract. We anticipate staff moving in mid to late January.

FISCAL IMPACT:

The total cost for the identified furnishings from Office World, including the design and installation, is \$110,233.73. The impact to the City Hall budget once the FEC reimbursement for the chairs will be \$101,886.61 as is within the estimated \$105,000 budget for furnishings.

RELEVANCE TO ADOPTED CITY WORK PLAN:

- City Service Delivery
- Livability & Quality of Life
- Financial & Organizational Sustainability

ALTERNATIVES:

1. Authorized the City Manager to purchase City Hall furnishings.
2. Reject the quote and re-scope the project specifications.

RECOMMENDATION:

Staff recommends that the City Council authorized the City Manager to sign the quote from Office World and purchase the City Hall furnishings as programed in the amount of \$110,250.

AIS PREPARED BY: Megan Messmer, City Projects Manager

CITY MANAGER'S RECOMMENDATION: Approve Disapprove Other

Comments: *ER Reynolds*

ITEMS ATTACHED: Attachment 1 – Office World Quote



City of Florence

Megan Messmer
250 Hwy 101
Florence, Oregon 97439
(541) 902-2182 Phone
megan.messmer@ci.florence.or.us

Herman Miller - Canvas

Worksurface Top Lam/Edge Finish: 76 Light Brown Walnut
Support Finish: WN Warm Grey Neutral
Screen Surface Finish: WN Warm Grey Neutral
Screen Bracket Finish: WN Warm Grey Neutral
Overhead Storage Case/Edge Finish: 76 Light Brown Walnut
Overhead Storage Door/Edge Finish: 76 Light Brown Walnut
Overhead Storage Top/Edge Finish: 76 Light Brown Walnut
Tackable Fabric: 4N05 Horizon Spring Wood Cat 2

Herman Miller - Renew

Top Lam/Edge Finish: 76 Light Brown Walnut
Leg/Foot Finish: WN Warm Grey Neutral
Glides: 57 Glides

Herman Miller - TU Filing/Storage

Paint/Steel Type: Excess Texture Paint on Smooth Steel
Surface Finish: WN Warm Grey Neutral

Herman Miller - Eames - Conference Table

Top/Edge Finish: 76 Light Brown Walnut
Column/Base Finish: WN Warm Grey Neutral
Glides: G Glide

Herman Miller - Everywhere Table

Top Lam/Edge Finish: 76 Light Brown Walnut
Legs/Base Finish: WN Warm Grey Neutral
Glides: 57 Glides

Herman Miller - Action Office Series

Trim/Top Cap Finish: WN Warm Grey Neutral
Cable Management Finish: WN Warm Grey Neutral
Fabric Surface Finish: Side 1 & Side 2 4N05 Horizon Spring Wood
Surface Finish: WN Warm Grey Neutral
Wall Start: WN Warm Grey Neutral
Worksurface Top Lam/Edge Finish: 76 Light Brown Walnut
Support Finish: WN Warm Grey Neutral
Trans Surface Top Lam/Edge Finish: 76 Light Brown Walnut
Glazing Finish: TR Clear
Receptacle Finish: WN Warm Grey Neutral
Flipper Door Case Finish: WN Warm Grey Neutral
Flipper Door Fabric: 4N05 Horizon Spring Wood Category 2
Task Light/Surface Finish: WN Warm Grey Neutral
Rail Tile Surface Finish: WN Warm Grey Neutral

Herman Miller - Thrive

Paper Tray Surface Finish: WN Warm Grey Neutral

SIT-ON-IT - Freelance Seating

Glide Option: G13 Steel Glide Carpet Only
Frame Color: FS Silver Frame

Quotation: 80427
Date Prepared: 10/29/18
Payment Terms: Net 30 Days
Prepared By: Don Combs/cg

Installation Location:

City of Florence
250 Hwy 101
Florence, Oregon 97439
Megan Messmer, 541-902-2182

Project Title / Reference:

City Hall

Supplier Lead Time:

6 to 8 weeks + transit



Arm Color: AC4 Slate Arms
 Fabric: Spice Peppercorn Grade 1
SIT-ON-IT - Rio 4 leg Seating
 Frame Finish: FC1 Black
 Glide: GL2 Performance Multi-Surface Glide
 Plastic Shell: SC1 Black

SIT-ON-IT - Rio Task Seating
 Frame: FC1 Black
 Base: B17 Black
 Caster: C14 Hard Floor & Carpet Caster
 Plastic Shell: SC1 Black
 Fabric: Free Oasis, Grade 4

SIT-ON-IT - Amplify Seating
 Frame: FC1 Black
 Base: B17 Black
 Caster: C17 Hard Floor & Carpet Casters
 Fabric: Spice Peppercorn Grade 1

Product #	Product Description	Unit Price	Extended
Herman Miller Product Price Agreement 8278 (State of Oregon)			
SIT-ON-IT Per US Communities Contract #4400003403			
Tier 2 installed discount applied			
	Product as listed on attachment	\$101,173.73	\$101,173.73
Services	Design - 24 hrs x \$65.00	\$1,560.00	\$1,560.00
	Installation Costs for BOLI Labor Rates	\$7,500.00	\$7,500.00
		Total:	\$110,233.73
		If paid via credit card (3% added):	\$113,540.74

Quotation Notes:

- Supplier lead time is estimated, subject to supplier/transit delays, and does not include Office World services.
- Quote is based on general & customary jobsite readiness & conditions.
- Deliveries & services to occur during Office World business hours (typically Monday to Friday, 8A to 5P). Services required on evenings, weekends, or holidays incur additional charges.
- Building access requirements: Ground floor or building with public access elevator; building access within 150 feet of offloading area; accessible, usable hard surface pathways all points between offloading, staging & work areas; jobsite free of obstruction impeding services or otherwise causing delays.
- Conditions or requirements other than above, and known in advance, must be separately agreed to in writing.
- Additional labor or costs incurred as a result of jobsite conditions not within agreed scope are billable at our standard rates.
- Oregon BOLI prevailing wage charges, if applicable, will be listed as a separate line item under services.
- Office World is licensed by the Oregon Construction Contractor's Board (CCB #194330) and is a qualified bidder for materials, design and installation services.
- A 3% convenience fee added to any portion of this quotation paid via a credit card to cover additional processing costs.
- Office World reserves the right to charge for items inadvertently omitted from quotation but required to complete services based on the pre-order manufacturing plan check process.
- Services by a licensed electrician may be required per Oregon State law. If applicable, those services are not included herein.
- Office World, Inc. Standard Terms & Conditions (attached) apply except where superceded by provisions explicitly written herein.

Acceptance:

No oral agreements exist. Any prior or subsequent verbal discussion is not, and cannot, be construed as a binding agreement. Any modification or addition to terms must be executed in written form. The signature below signifies understanding & acceptance of this quotation and all its terms, conditions & mutual agreements.

Customer Purchase Order # _____

Authorized Signature _____

Printed Name _____

Title _____

Date Signed _____

*Please visit our website **officeworldworkplace.com** for additional product research.*

Please request any cut sheet for your reference here:
<http://www.officeworldworkplace.com/cutsheetrequestform.pdf>



AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 9
Meeting Date: November 5, 2018
Department: Administration

ITEM TITLE: City Committee & Commissions Recruitment Process for
2019 Vacancies

DISCUSSION/ISSUE:

FCC 2-1-2 indicates that a notice will be provided to the Public and the City Council of the positions to be filled as well as the time and manner in which applications may be submitted. Below is the information on the open positions on the City of Florence committees for 2019 showing amendments to the City's Committees based on the adoption of Ordinance No. 17, Series 2018.

List of Open City Committee Positions for 2019

(There are up to 39 open positions)

Planning Commission (PC)	2 open positions
	<u>Appointment Term</u> – 2 term expire January 2019 (4 years)
Budget Committee (BC)	2 open positions
	<u>Appointment Term</u> – 2 terms expire January 2019 (4 years)
Community & Economic Development Committee (CEDC)	Up to 11 open positions
	<u>Appointment Term</u> – Terms vary from 1-4 years based on number of appointed positions
Environmental Management Advisory Committee (EMAC)	Up to 5 open positions
	<u>Appointment Terms</u> – Terms vary from 1-4 years based on number of appointed positions
Public Arts Committee (PAC)	Up to 7 open positions
	<u>Appointment Terms</u> – Terms vary from 1-4 years based on number of appointed positions

Transportation Committee (TC)	Up to 11 open positions
	<u>Appointment Terms</u> – Terms vary from 1-4 years based on number of appointed positions
Audit Ad-Hoc Committee	1 open position
	<u>Appointment Term</u> – 1 term expires January 2019 (4 years)

Proposed Recruitment Timeline

November 5, 2018	Announcement of City Committee Vacancies
Week of November 12, 2018	<u>Recruitment Begins</u>
	Letters and applications sent to: Committee members whose terms are expiring Members of current Airport Advisory Committee & Transit Committee
	Public Service Announcements are sent to the media
	Articles posted online and in the December City of Florence newsletter
December 31, 2018	Application Deadline
January 2nd	Applications are compiled and sent to Mayor & City Councilors for Review.
January 3rd – 10th	Council provides Mayor with feedback on applicants. Mayor prepares recommendations
January 28, 2018 City Council Meeting	Announcement of Committee Appointments (TBD)

FISCAL IMPACT:

The fiscal impact of committees varies by their scope of work. City Committee recruitment costs consist of the staff time to advertise, compile applications, and answer citizen questions.

RELEVANCE TO ADOPTED COUNCIL GOALS:

- Goal 1: Deliver efficient and cost effective city services
- Goal 4: Communication & Trust

ALTERNATIVES:

1. Begin recruitment process for vacancies as listed above
-

-
2. Discuss and propose amendments to the recruitment process
 3. Do not recruit for City Committee vacancies
-

RECOMMENDATION:

Begin recruitment process for vacancies listed above.

AIS PREPARED BY: Kelli Weese, City Recorder

**CITY MANAGER'S
RECOMMENDATION:**

Approve Disapprove Other

Comments:

ER Reynolds

ITEMS ATTACHED: Attachment 1 – Board and Commissions Terms and Vacancies

Planning Commission

Open Positions	2 positions – four 4 year terms
Total Membership	7 Members
Residency Requirements	5 members shall reside in Florence City limits – 2 members may reside in Florence Urban Growth Boundary
Committee Information	The Florence Planning Commission serves to advise the Mayor, Council, and Planning Director in all matters concerning planning and land use. The Commission reviews and makes recommendations on the Comprehensive Plan, subdivision and zoning ordinances, and other planning rules and regulations. The Planning Commission also serves as the Design Review Board acting to determine whether proposed developments uphold the zoning and subdivision ordinances of the City of Florence, and in doing so holds public hearings on these and other actions.

Planning Commission Membership - 2018

Name	Term Expiration
John Murphey	January 2019
Brian Jagoe	January 2020
Phil Tarvin	January 2021
Michael Titmus	January 2019
Sandra Young	January 2021
Eric Hauptman	January 2021
Ron Miller	January 2020

Budget Committee

Open Positions	2 positions – two 4 year terms
Total Membership	5 Citizen Members
Residency Requirements	Residency within City Limits
Committee Information	The Budget Committee serves as the fiscal planning board for the City of Florence. The Committee reviews the proposed budget rendered by City Staff. The committee may approve the proposed budget intact, or change part or all of it prior to final approval. After review and eventual decision by the Budget Committee the budget is forwarded to the Council for formal adoption.

Budget Committee Membership - 2018

Name	Term Expiration
Leonard Larson	January 2021
George Ceffalo	January 2019
Wayne Sharpe	January 2021
Joel Marks	January 2020
Sally Wantz	January 2019

Community & Economic Development Committee (CEDC)

Open Positions	Up to 11 open positions – Terms vary from 1-4 years based on number of appointed positions
Total Membership	5-11 Members
Residency Requirements	½ of membership must reside in Florence City Limits
Committee Information	<p>The Community & Economic Development Committee serves to implement the Council goals and work plan related to community and economic development initiatives including:</p> <ul style="list-style-type: none"> • Economic Development • Housing • Parks and Recreation • Community Development

Environmental Management Advisory Committee (EMAC)

Open Positions	Up to 5 positions – Terms vary from 1-4 years based on number of appointed positions
Total Membership	5-11 Members
Residency Requirements	½ of membership must reside in Florence City Limits
Committee Information	The Environmental Management Advisory Committee (EMAC) serves to inform the public and the City Council on issues concerning solid waste management, fees, and service provider licensing. EMAC also strives to improve public knowledge on conserving energy and material resources, promoting resource recovery (i.e. yard debris), and protecting the health of the environment through public disposal events and programs, including biosolids.

Environmental Management Advisory Committee (EMAC) Membership - 2018

Name	Term Expiration
Dina McClure	January 2019
Linda Serbus	January 2020
Lisa Wallace	January 2020
Josh Haring	January 2020
Liat Meller	January 2021
Maureen Miltenberger	January 2021
Britte Kirsch	January 2021

Public Arts Committee (PAC)

Open Positions	Up to 7 open positions – Terms vary from 1-4 years based on number of appointed positions
Total Membership	5-11 Members
Residency Requirements	½ of membership must reside in Florence City Limits
Committee Information	<p>The City of Florence Public Arts Committee (PAC) was established in July 2015 in order to serve as the City's primary committee tasked with actively developing a Public Art Program and Policy for the City of Florence. The Committee's duties include:</p> <ul style="list-style-type: none"> • Draft a City of Florence Public Art Plan and Policy and present to City Council for approval • Establish and maintain a city art collection • Develop a map / list of desired sites for future accessions • Prepare for and secure funding for additional art works • Consider projects by private developers and citizens that would result in public art

Public Art Committee (PAC) Membership - 2018

Name	Term Expiration
Harlen Springer	January 2021
Susan Tive	January 2019
Jo Beaudreau	January 2019
Ron Hildenbrand	January 2021
Jayne Smoley	January 2020
Jennifer French	January 2020

Transportation Committee

Open Positions	Up to 11 open positions – Terms vary from 1-4 years based on number of appointed positions
Total Membership	5-11 Members
Residency Requirements	½ of membership must reside in Florence City Limits
Committee Information	The Transportation Committee serves to implement the Council goals and work plan related to the City's transportation system including: <ul style="list-style-type: none">• Traffic & Vehicular• Bike & Pedestrian• Public and Private Transit• Air & Rail

Audit Ad-Hoc Committee

Open Positions	1 position – 4 year term
Total Membership	3 Members
Residency Requirements	None
Committee Information	<p>The Audit Committee is responsible for reviewing Florence's annual financial audit including working with independent auditors, reviewing the overall audit plan and financial statements, and creating an audit summary and conclusion.</p> <p>The Audit Committee consists of the Mayor, a member of the City's budget committee, and a citizen with interest/experience in audits and municipal accounting.</p>

Audit Committee Membership - 2018

Name	Term Expiration
Mayor Joe Henry	NA
Budget Committee Chairperson	NA
Citizen at Large Jimmie Hart	January 2019

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 10
Meeting Date: November 5, 2018
Department: City Manager

ITEM TITLE: CITY MANAGER REPORT & DISCUSSION ITEMS

AGENDA ITEM SUMMARY
FLORENCE CITY COUNCIL

ITEM NO: 11
Meeting Date: November 5, 2018
Department: City Council

ITEM TITLE: CITY COUNCIL REPORTS & DISCUSSION ITEMS

Florence City Council Calendar - 2018

November

M	Tu	W	Th	F	Sa/Su
			1	2	3 & 4
5	6	7 Council Work Session - Canceled	8	9	10 & 11
12 Veteran's Day Holiday Observed	13	14	15	16	17 & 18
19 Council Meeting - <i>Tentative</i>	20	21 Council Work Session Canceled	22 & 23 Thanksgiving		24 & 25
26	27	28	29	30	1 & 2

December

M	Tu	W	Th	F	Sa/Su
3 Council Meeting - Rescheduled	4	5 Council Work Session - Rescheduled	6	7	8 & 9
10 Council Meeting	11	12 2019 Council Orientation - <i>Tentative</i>	13	14	15 & 16
17 2019 Council Orientation - <i>Tentative</i>	18 2019 Council Orientation - <i>Tentative</i>	19 Council Work Session - Canceled	20	21	22 & 23
Council Meeting - Canceled		24	25 Christmas Holiday	26	27
24	25	26	27	28	29 & 30
31					