
AGENDA ITEM SUMMARY**ITEM NO: 12.5****FLORENCE CITY COUNCIL**Meeting Date: July 20, 2015
Dept: Planning & Building

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

Staff had approximately 1074 contacts (counter, phone calls, or emails), a 31% decrease from May. Below are estimates and a broad summary of these interactions.

Building	701	Land Use	99	General	169	Code Enforcement	105
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- Zoning such as...what zoning district is a property, setback, fence regulations, property lines, and ability to develop or subdivide a property.
- Building such as when inspections are performed, overview of fee schedule and when permits are necessary.
- Research of plot plans, historic building and land use approvals for new business inquiries or proposed new work.
- Annexation and sewer extension requests.
- Environmental such as setbacks for wetlands, riparian areas and cutbanks.
- Solid waste, recycling and household hazardous waste.
- Rhody Express timetable, operations, TAC Committee.
- Street & alley vacations.
- Lane County permits and information about properties in Lane County.
- General inquiries such as utility availability, water service paying & starting, Porter Stage Lines schedule and location of pick-up, and business licensing.

Building

Monthly Permit Activity Change Report Summary: income and number of permits for each category. The income increase is due to Peace Harbor picking up their permit for the emergency room expansion.

Overall Permit Activity	↓ 13%	Permit Income	121% ↑	Building	31% ↓		
Electrical	19% ↓	Mechanical	16% ↑	Plumbing	20% ↑	Signs	100% ↑

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

- Scheduled & coordinated 157 building, plumbing, electrical, and mechanical inspections.
- Prepared monthly Housing Census & McGraw Hill.
- Worked with Lane County Road Naming Committee: 11 new street names in Lane County, and Re-Addressed one existing Florence address, to match current addressing sequence.
- Performed 33 Level 3 records requests for building plans and permit information.
- Completed the State Surcharge fee, 2nd quarter report for payment and 5 other PO's for payment.
- Reviewed 17 Contractor business licenses or buildings adding equipment or a different use.
- Identified or notified of 4 jobsites without building, and 4 site visits, all have complied.
- Worked 3 partial days with the State Building Codes Division to convert the City's existing on-line permitting program over to the new version.
- Training continues to progress nicely with Vevie on the Building Permit Program with Receiving and entering Inspections into the permit program.
- The Peace Harbor Hospital Addition Building Permit only was issued. The other permit types will be coming in in the next couple of months.

Code Enforcement

Unfortunately Dan learned what the procedure for an injured animal was this month, although it is good information to have. The City in large part is looking really nice, and he is working as fast as he can to improve those problem areas around town, as well as everything new that comes up. A year into this adventure he still thoroughly enjoys what he does, it has its ups and downs as well as challenges, but he is still having fun.

In June there were 86 new cases and 83 resolved cases.

Complaint/Violations	# Complaints	Resolved	Unresolved	Comments
Citations	17	17		17 Parking citations
Storage on Streets	5	3	2	
Animal issues	11	11		1 Rooster, 1 wounded cat, 2 dog bite, 7 dog at large
illegal camping	2	2		
Fire hydrant obstruction	1	1		
Vegetation Issues	67	57	10	grass mowing mostly
Sign Issues	2	2		garage sale signs
Noise complaints	1	1		
Building Codes	0	0		1 pending
Alley graveled	1	1		
Dumpster issue	1	1		

Current Planning

There were nine active land use applications in June. Six applications were received during the month of June and none were completed during the month. Please see **Attachment 1**

for an overview and status update. In addition to these land use applications, staff also did eight site visits and coordinated several possible upcoming applications.

Long Range Planning

- Staff planned for 2015 Code updates
- Staff submitted a TGM grant application for Transit Plan updates

Training & Staffing not mentioned in other areas of the report

- Attended Executive Assistants, Safety Committee, and weekly staff meetings.
- PAA, PW and Finance coordinated Adopt-a-Park hours for May.
- PD and AP coordinated with several upcoming applicants regarding eight possible projects.
- PD and AP coordinated with applicants regarding twelve on-going & approved projects.
- AP and BPT coordinated with State epermitting to upgrade building permit program
- AP attended Urban Design Forum in Portland
- AP coordinated for Ride with a Councilor event on the Rhody Express
- AP coordinated for upcoming 4th of July Rhody Express park and ride service
- PD met and worked with TAC member on TGM grant
- PD and AP met with Siuslaw School District Superintendent and Business Manager
- PD and AP met with Director of LCC Florence Campus
- PD and AP met with GeoSolve to update the Planning Dept. GIS system
- PD and AP coordinated with Stacy Burr regarding EOP mapping
- Staff attended fire extinguisher training
- PD met with Lane County Parks
- PD met with Siuslaw Watershed Outreach Planning Sub-Committee
- PD met with SUNY Doctoral candidate on climate change policies
- PD attended Economic Development Committee meeting
- PD attended Lane County Hazards Mitigation Plan update meeting
- PD attended FURA meeting
- PD met with Dunes City, City Administrator

COMMITTEE STAFFING:

Please see the Boards and Commissions AIS for more information.

Attachments:

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

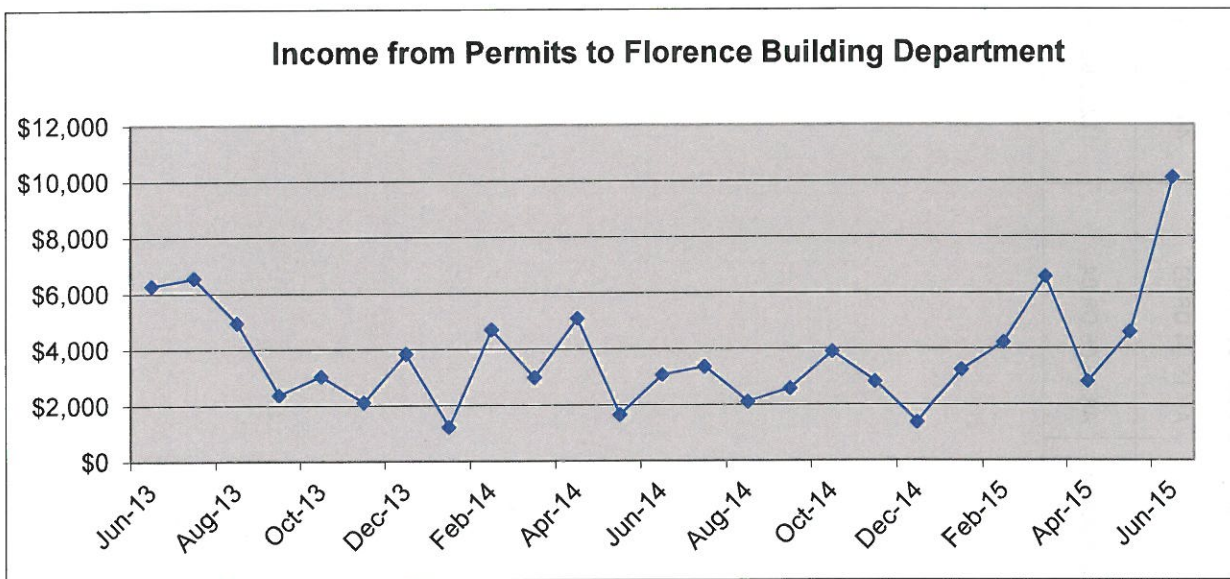
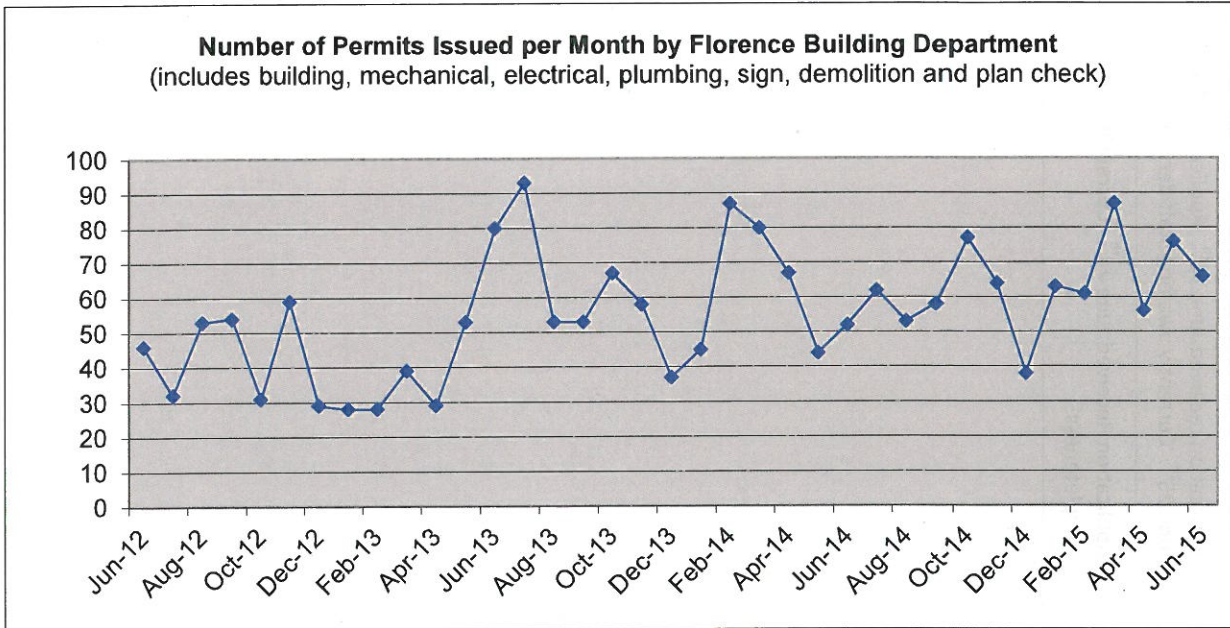
**Current and Recently Approved Land Use Applications
June 2015**

ATTACHMENT 1

APPLICATION NAME	APPLICATION #	LOCATION	STATUS
Legislative Applications (City Council Decision)			
Jerry's Place Annexation/Zone Change	CC 15 02 ANN 01 CC 15 03 ZC 01	88274 Rhododendron Drive	Application received Jan. 12 th . Planning Commission hearing recommended approval on Mar. 24 th . CC held public hearing on Apr. 6 th and continued to May 4 th . CC approved May 4 th . Appeal period ended May 18 th . Notice sent to state June 3 rd .
Quasi-Judicial Applications (Planning Commission Decision)			
Jerry's Place Annexation/Zone Change	PC 15 01 ANN 01 PC 15 08 ZC 01	88274 Rhododendron Drive	Application received January 12, 2015, deemed complete Feb. 3 rd . Notified Mar. 3 rd . PC recommended approval Mar. 24 th . CC approved May 4 th . Appeal period ended May 18 th . Notice sent to state June 3 rd .
C.R.O.W. Children's Theater	PC 15 11 CUP 06	3120 Hwy 101	Application received April 24 th . Deemed complete June 20 th . Hearing scheduled for July 14 th .
FAHS Thrift Store Storage Container	PC 15 12 CUP 07	1193 Bay Street	Application received June 1 st . Deemed complete June 24 th . Hearing scheduled for July 14 th .
Class Act Theatre	PC 15 13 CUP 08	509 Kingwood Street	Application received June 2 nd . Deemed complete June 24 th . Hearing scheduled for July 14 th .
CLPUD Temp. Building Extension	PC 15 15 EAP 01	966 Highway 101	Application received June 12 th . Deemed complete July 7 th . Hearing scheduled for July 28 th .
Clawson Partition	PC 15 14 PT 01	935 Rhododendron Drive	Application received June 16 th . Deemed complete July 7 th . Hearing scheduled for July 28 th .
Porter Boatlift	PC 15 16 CUP 09	100 Rhododendron Drive	Application received July 10 th .
Administrative Applications (Staff Decision)			
CLPUD Kingwood Substation Building	AR 15 02 DR 02	18-12-22-13 TL 01800	Application received April 16 th . Application deemed complete May 15 th . Staff decision issued June 23 rd .

APPLICATION NAME	APPLICATION #	LOCATION	STATUS
Stamp and Coin Shop Storage	AR 15 04 DR 03	493 Highway 101	Application received June 16 th . Application deemed complete on June 25 th . Currently awaiting staff decision.
Stillwater Condominiums Ext. Modifications	AR 15 05 DR 04	1220 Bay Street	Application Received June 24 th . Currently being reviewed for completeness.

Attachment 2 – Building Permit Activity



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

MONTHLY REPORT FOR JUNE 2015

PERMIT TYPE	# of PERMITS	# of HOUSING UNITS	CONSTRUCTION BID VALUATION
SINGLE-FAMILY DETACHED		1	\$441,809.08
SINGLE-FAMILY ATTACHED (TOWNHOMES)		0	\$0.00
MANUFACTURED DWELLING		0	\$0.00
ADDITIONS	0		\$0.00
ALTERATIONS / REMODELS	0		\$0.00
ACCESSORY STRUCTURES	2		\$17,275.00
DUPLEXES		0	\$0.00
TRIPLEXES OR FOURPLEXES		0	\$0.00
APARTMENTS (5 OR MORE UNITS)		0	\$0.00
CONDOMINIUMS		0	\$0.00
COMMERCIAL NEW CONSTRUCTION	0		\$0.00
COMMERCIAL ADDITIONS	1		\$4,678,641.22
COMMERCIAL ALTERATIONS / REMODELS	9		\$187,976.00
AIRPORT HANGARS	0		\$0.00
CONSTRUCTION BID VALUATION TOTAL			\$5,325,701.30
TYPE OF PERMIT ISSUED	PERMIT FEES	SHOWING SPLIT WITH THE BUILD. DEPT. LLC	CITY'S 25%
SIGN PERMITS	2	\$238.00	BUILDING DEPARTMENT LLC 75%
RESIDENTIAL BUILDING PERMIT FEES	3	\$1,918.95	\$1,439.21
COMMERCIAL BUILDING PERMIT FEES	10	\$16,166.50	\$12,124.88
MANUFACTURED HOME PLACEMENT FEES	0	\$0.00	\$0.00
BUILDING PLAN CHECK FEES	9	\$16,146.98	\$12,110.24
RESIDENTIAL PLUMBING PERMIT FEES	6	\$1,185.30	\$888.98
COMMERCIAL PLUMBING PERMIT FEES	0	\$0.00	\$0.00
COMMERCIAL PLUMBING PLAN REVIEW FEE	0	\$0.00	\$0.00
MECHANICAL PERMIT FEES	13	\$2,201.91	\$1,651.43
MECHANICAL PLAN CHECK FEES	1	\$104.24	\$78.18
ALL DEMOLITIONS	1	\$160.05	\$120.04
CITY ELECTRICAL PERMIT FEES	21	\$2,570.00	\$1,927.50
TOTAL # OF PERMITS	66		
TOTAL ALL FEES	\$40,691.93	\$30,340.45	\$10,113.48
NO. OF BUILDING, PLUMBING & MECHANICAL INSPECTIONS	113	\$28,412.95	BLD TOTAL
NO. OF CITY ELECTRICAL INSPECTIONS	44	\$1,927.50	ELEC TOTAL
TOTAL FOR ALL INSPECTIONS	157	\$30,340.45	TOTAL FEES

