

**STAFF REPORT & FINDINGS OF FACT  
FLORENCE COMMUNITY DEVELOPMENT DEPARTMENT  
Exhibit "A"**

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**Date of Report:** September 7, 2016  
**Application:** AR 16 16 COU 02

**Planner:** Glen Southerland

**I. PROPOSAL DESCRIPTION**

**Proposal:** An application for an Administrative Review for a Change of Use to add a school use to an approved theater/workshop building.

**Applicant:** Melanie Heard, representing Children's Repertory of Oregon Workshops (C.R.O.W.)

**Property Owner:** Woahink Investment Group LLC

**Location:** 3120 Highway 101  
Assessor's Map 18-12-23-23, Tax Lot 03400

General Location: Northeast corner of the intersection of Highway 101 and undeveloped 31<sup>st</sup> Street

**Comprehensive Plan Map Designation:** Highway Commercial

**Zone Map Classification:** Highway District

**Surrounding Land Use / Zoning:**

**Site:** Children's Theater/Workshop / Highway  
**North:** State agency offices / Highway  
**South:** Restaurant / Highway  
**East:** Residences / Single Family Residential (RS)  
**West:** Residences, commercial buildings / Highway

**Streets/Classification:**

West – Highway 101 – Major Arterial; East – Redwood Street – Local (Undeveloped); North – None; South – 31<sup>st</sup> Street – Local (Undeveloped)

**II. BACKGROUND/NARRATIVE**

The building at 3120 Highway 101 was originally constructed in 1986. The site received Design Review Board approval on December 17, 1985, which also approved the building's use as a ceramics shop. On February 18, 1986, a conditional use permit was approved allowing the use of the building as a temporary

mobile warehouse. Another Design Review Board approval was issued in 1991 for a 980 square foot addition to the building.

On January 23, 1996, the building was issued a change of use and design review from a general store to a used car sales lot for Seabreeze Motors. On February 13, 1996, the parking lot design and landscaping plan were modified in order to accommodate the new use.

In August 2005, a single-wide manufactured home on the site was demolished. The building has housed seasonal retail sales for the Humane Society and fundraising efforts like Read for the Need.

Application for the children's theater and workshop was received on April 24, 2015 and deemed complete on June 23, 2015. Resolution PC 15 11 DR 02 was approved on July 14, 2015. The applicant was required to complete several conditions of approval included with this document for reference. As of this writing, other conditions of approval have not been completed. A timeline for the completion of those conditions of approval is included as Informational 1.

The current application for change of use to school was received on August 22, 2016. The application was deemed complete on August 24, 2016.

### III. NOTICES & REFERRALS

**Notice:** Noticing was performed in accordance with FCC 10-1-1-6-D. Notice was sent to surrounding property owners within 100 feet of the property on August 24, 2016 and a sign was posted on the property on August 24, 2016.

As of this writing, the City has received no comments.

**Referrals:** Referrals were sent on August 24, 2016 to the Florence Building Department, Siuslaw Valley Fire and Rescue, Florence Public Works, and Oregon Department of Transportation.

As of this writing, the City has received no comments.

### IV. APPLICABLE REVIEW CRITERIA

**Florence City Code, Title 10:**

- Chapter 1: Zoning Administration, Section 1-6
- Chapter 3: Off Street Parking & Loading, Sections 2 through 5
- Chapter 6: Design Review, Sections 3, 5, and 9
- Chapter 16: Highway District, Sections 2 through 5 and 7
- Chapter 34: Landscaping, Sections 3 through 5

### V. FINDINGS

The criteria are listed in bold followed by the findings of fact.

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**FLORENCE CITY CODE**

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**TITLE 10: CHAPTER 1: ADMINISTRATIVE REVIEW**

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**10-1-1-6: ADMINISTRATIVE REVIEW**

- B. Administrative Decisions are based upon clear compliance with specific standards. Such decisions include, but are not limited to the following:**
- 2. Change of use from a less intensive use to a greater intensive use, which does not increase the building's square footage and does not require more than five additional parking spaces.**

The applicant has proposed a change of use (an additional use) for a portion of the building from children's theater to school. The school is a greater intensive use than the children's theater, as it will operate five days-a-week for four hours a day. The parking requirements are reviewed below as part of staff review of FCC 10-3. This decision will be an Administrative Review based upon clear compliance with specific standards. As such, this decision may be appealed to the Planning Commission per FCC 10-1-1-7.

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**TITLE 10: CHAPTER 3: OFF-STREET PARKING AND LOADING**

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**10-3-2: GENERAL PROVISIONS:**

- A. The provision for and maintenance of off-street parking and loading spaces are continuing obligations of the property owners. No building or other permit shall be issued until plans are presented that show property that is and will remain available for exclusive use as off-street parking and loading space.**
- B. At the time of new construction or enlargement or change in use of an existing structure within any district in the City, off-street parking spaces shall be provided as outlined in this Chapter, unless requirements are otherwise established by special review or City Council action. Additional parking spaces shall meet current code.**
- C. If parking space has been provided in connection with an existing use or is added to an existing use, the parking space shall not be eliminated if elimination would result in less space than is required by this Chapter.**

**10-3-3: MINIMUM STANDARDS BY USE:** The number of required off-street vehicle parking spaces shall be determined in accordance with the standards in Table 10-3-1. Where a use is not specifically listed in this table, parking requirements are determined by finding that a use is similar to one of those

listed in terms of parking needs, or by estimating parking needs individually using the demand analysis option described below:

- A. Parking that counts toward the minimum requirement is parking in garages, carports, parking lots, bays along driveways, and shared parking. Parking in driveways does not count toward required minimum parking.

The applicant submitted an application in 2015 for approval of a children’s theater. A ten parking space addition was proposed for the building in order to meet the requirements of the theater. Proposed school parking is within this 20-space parking lot which has not yet been completed (Informational 1). There are seven extra proposed parking spaces that may serve the needs of the Montessori school, as established below.

**10-3-4: MINIMUM REQUIRED PARKING BY USE:** During the largest shift at peak season, fractional space requirements shall be counted as the next lower whole space (rounded down). Square footages will be taken from the gross floor area (measurements taken from exterior of building). Applicants may ask the Design Review Board a reduction for parking spaces as part of their land use application. The applicant will have to provide the burden of evidence to justify the reduction proposed. The Design Review Board and/or staff may require the information be prepared by a registered traffic engineer. Table 10-3-1 lists the minimum parking spaces required by use, with a minimum no less than two (2) spaces, plus additional spaces(s) as needed to meet the minimum accessible parking requirement.

**B. Institutions and Public Assembly Types**

Elementary, middle school and other children’s day schools	1 space per classroom, or as determined by the Design Review Board
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The use requires the one parking space for the single classroom being established. Due to the hours of operation and extra parking provided above the required 13 for the site, the school will not require an increase in the proposed parking lot area. This criterion is met.

**10-3-5: VEHICLE PARKING - MINIMUM ACCESSIBLE PARKING:**

- A. Accessible parking shall be provided for all uses in accordance the standards in Table 10-3-2; parking spaces used to meet the standards in Table 10-3-2 shall be counted toward meeting offstreet parking requirements in Table 10-3-1;
- B. Such parking shall be located in close proximity to building entrances and shall be designed to permit occupants of vehicles to reach the entrance on an unobstructed path or walkway;

- C. Accessible spaces shall be grouped in pairs where possible;
- D. Where covered parking is provided, covered accessible spaces shall be provided in the same ratio as covered non-accessible spaces;
- E. Required accessible parking spaces shall be identified with signs and pavement markings identifying them as reserved for persons with disabilities; signs shall be posted directly in front of the parking space at a height of no less than 42 inches and no more than 72 inches above pavement level. Van spaces shall be specifically identified as such.

<b>Table 10-3-2 – Minimum Number of Accessible Parking Spaces</b>			
Source: ADA Standards for Accessible Design 4.1.2(5)			
Total Number of Parking Spaces Provided (per lot)	Total Minimum Number of Accessible Parking Spaces (with 60" access aisle, or 96" aisle for vans*)	Van Accessible Parking Spaces with min. 96" wide access aisle	Accessible Parking Spaces with min. 60" wide access aisle
<b>1 to 25</b>	<b>1</b>	<b>1</b>	<b>0</b>
*vans and cars may share access aisles			

The applicant will not be required to provide any additional ADA accessible parking. The site has one ADA van accessible parking space, as required. This criterion is met.

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**TITLE 10: CHAPTER 6: DESIGN REVIEW**

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**10-6-3: GENERAL APPLICABILITY:**

**A. The Design Review Board shall:**

- 1. When required by the zoning district, review new construction, alterations to the exterior of structures or additions involving twenty-five percent (25%) or more of the floor area of a building, and changes of use from less intensive to greater intensive use not eligible for administrative review (see Chapter 1-1-6-B). This review shall be completed prior to the issuance of a building permit;

This application involves a change of use adding intensity of use to the site which is eligible for administrative review. The application will not be reviewed by the Planning Commission/Design Review Board, but shall be reviewed by staff for code compliance against the criteria of the Design Review chapter.

**10-6-5: GENERAL CRITERIA:** The Planning Commission or Design Review Board may require any of the following conditions it deems necessary to secure the purpose and intent of this Chapter. The Board shall, consider the effect of its action on the availability and cost of needed housing. The Board

shall not use the requirements of this Section to exclude needed housing types. However, consideration of these factors shall not prevent the Board from imposing conditions of approval if the costs of such conditions shall not unduly increase the cost of housing. The Board shall have no authority to affect dwelling unit densities. The Board shall consider the following criteria reviewing applications and may set conditions or standards which regulate and limit the following: (Ord. 680, 1-11-83)

- C. Installation and maintenance of fences, walls, hedges, screens and landscaping according to standards set forth in FCC 10-34 Landscaping, and any requirements of the underlying zoning district.**

The applicant has requested and installed a fence 6-feet in height to surround the outdoor play area. Review of fence standards will be conducted as part of staff review of FCC 10-34.

- E. Noise, vibration, smoke, dust, odor, light intensity and electrical interferences.**

The applicant has not proposed that the site will cause any noise, vibration, smoke, dust, odor, light intensity, or electrical interference.

- F. Parking and outside display areas, dimensions, surfacing and on-site traffic circulation according to standards set forth in FCC 10-3 Parking and Loading.**

The applicant will be required to provide 14 parking spaces based on current requirements listed in FCC 10-3. Thirteen spaces will be required for the theater use and one will be required for the school use.

- L. Requiring a time period within which the proposed use or portions thereof shall be developed.**

The applicant shall have six months from the date of approval (**March 9, 2016**) to complete all required conditions of approval unless otherwise specified. (Condition 3.1)

**10-6-9: LAPSE OF DESIGN REVIEW APPROVAL:** Authorization of a design review permit shall be void one (1) year after the date of approval of a design review application, unless a building permit has been issued and substantial construction pursuant thereto has taken place. Substantial construction shall be considered to be completion of a building foundation. The applicant may apply to the Planning Commission for a one-time extension of one (1) year maximum duration based on compliance with the following criteria:

- A. The request for an extension is made in writing prior to expiration of the original approval.**

- B. There are special or unusual circumstances that exist which warrant an extension.**
- C. No material changes of surrounding land uses or zoning has occurred.**

**The Planning Commission may deny the request for an extension of a design review permit if new land use regulations have been adopted that affect the applicant's proposal. (Ord 26, 2008)**

This Design Review approval shall be valid for one year from the date of issuance, ending September 8, 2017. Required changes and conditions of approval shall be completed within six months of Design Review approval. (Condition 3.2)

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**TITLE 10: CHAPTER 16: HIGHWAY DISTRICT**

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**10-16-2: PERMITTED BUILDINGS AND USES:**

**The following uses shall be permitted only upon affirmative findings by the Planning Commission that the proposed use meets the general criteria in Section 10-16-4 herein.**

- A. All uses permitted outright or conditionally in the Commercial District, except single-family dwellings, public buildings and facilities, medical marijuana dispensaries, marijuana retailers, marijuana testing facilities, and single-family residential PUD's**

**Any use proposed to locate within this District shall be subject to review by the Planning Commission according to the general criteria listed in Section 10-16-4 herein. Buildings and uses proposed to be established within the Highway District shall be presented for design review in accordance with Chapter 6 of this Title.**

The proposed use of a portion of the building is as a school. Schools are typically regarded as public facilities, however, the school proposed is a private facility for children 3 through 6. Schools are also typically processed as conditional uses within the zones they are allowed. The Highway District permits all uses permitted outright or conditionally within the Commercial District, so a conditional use permit was not required for this application.

**10-16-4: GENERAL CRITERIA: Before a building or use is established within the Highway District, the petitioner must demonstrate to the City that the proposed development will meet the following criteria:**

- A. The operating characteristics and intensity of land use will be compatible with and will not adversely affect the development potential of adjacent properties.**

The previously approved use and the operation and use of the pre-existing building for the proposed use will not adversely affect the development potential of adjacent properties. Adjacent properties have largely been previously developed and the applicant has not proposed a use which would impact the needs of surrounding property owners. This criterion is met.

**B. The site planning and building design will be as attractive as the nature of the use and the setting will allow.**

The applicant has a previous approval which will ensure the completion of a number of landscaping improvements as well as the addition of adequate parking and removal of a gravel driveway. The existing building has large storefront windows that are typical of retail uses which help create an attractive building front. The application meets this criterion.

**C. The location of the site can accommodate energy efficient traffic circulation routes.**

The site is centrally located in Florence off of Highway 101. The Rhody Express, the Florence public transit system route is located nearby to the east of the site on Redwood Street. This criterion is met.

**D. The vehicle and pedestrian access to the site can be safely and efficiently provided.**

The frontage of the lot on Highway 101 is accessible by pedestrians through a paved sidewalk. Vehicular access is provided to the site through a driveway off of Highway 101 which is shared with the property to the north. No changes are proposed to the vehicular or pedestrian access to the site, but the site does have frontage along three street right-of-ways, only one of which is developed. The applicant and subsequent owners of the property should work with the City to ensure that access to the site is provided safely and efficiently as those streets are developed. This criterion is met.

**E. The necessary utility systems and public facilities are available with sufficient capacity.**

The applicant is currently completing some interior remodels which will add another restroom and a kitchen facility. The Public Works Director has determined that necessary public utilities and facilities currently serve the site in the form of access through Highway 101. No further facilities or utilities are needed at this time.

The existing water and sewer treatment facilities have sufficient capacity to meet the theater's increased demands.

**10-16-5: DEVELOPMENT STANDARDS: The City may require any conditions it deems necessary to secure the purpose and intent of this Chapter. Such conditions may regulate and limit the following:**

**A. Setbacks, yards, height, density and similar design features.**

The applicant has not proposed changing or affecting the building setbacks, yards, height, density, or other similar design features.

**B. The installation and maintenance of fences, walls, hedges, screens and landscaping according to standards set forth in FCC 10-34 Landscaping, except as modified by specific standards of this zoning district.**

The applicant has proposed (previously installed) a fence which will surround the play area. This fence is six-feet in height and meets both the criteria of FCC 10-16 and the criteria of FCC 10-34, reviewed elsewhere within this report.

This barked play area, approximately 30' x 40', covers a previously grassy area with camellia bush. The shrub will be replaced with another elsewhere on the site. The amount of impervious surface on the site will not be increased. Pedestrian access from the play area is accomplished to an existing doorway on the exterior of the building. Access from outside of the fenced area is through a gate to a pedestrian walkway (yet to be installed).

**C. The location and design of access points for vehicles and pedestrians according to standards set forth in FCC 10-35 Access and Circulation, except as modified by specific standards of this zoning district.**

There has been no proposed change to the location or design of access points for vehicles or pedestrians.

**D. Noise, vibration, smoke, dust, odor, lighting and electrical interference.**

The applicant has not proposed that the use that will be housed within the building will create any noise, vibration, smoke, dust, odor, lighting, or electrical interference.

**E. Parking areas and on site traffic circulation according to standards set forth in FCC 10-3 On-site Parking and Loading.**

This criterion has been addressed through review of FCC 10-3.

**F. Signs shall be in accordance with Title 4 Chapter 7 of this Code. (Ord. 4, 2011)**

The applicant should coordinate with Building Permit Technician in order to determine their sign permitting needs.

**G. Architectural quality and aesthetic appearance.**

This criterion has been reviewed as part of FCC 10-6. This criterion is met.

**H. Public health and safety.**

This criterion has been reviewed as part of FCC 10-6. No special licensing is required by the State. This criterion is met.

**I. Security.**

The applicant has not proposed that this proposed use and building will require extra security or would create a security issue in the area. The fence which has been previously constructed for this proposed use provides a secure play area where children will be sheltered from possible danger and security issues. This criterion is met.

**J. Lot area, dimensions and percent of coverage.**

This criterion is addressed elsewhere as part of staff review of FCC 10-16.

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**TITLE 10: CHAPTER 34: LANDSCAPING**

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**10-34-5: FENCES AND WALLS: Construction of fences and walls shall conform to all of the following requirements:**

**A. General Requirements. All fences and walls shall comply with the height limitations of the respective zoning district and the standards of this Section. The City may require installation of walls and/or fences as a condition of development approval, in accordance with land division approval, approval of a conditional use permit, or design review approval. When required through one of these types of approvals, no further land use review is required. (See also, Section 10-34-3-6 for landscape buffering and screening requirements.)**

The Highway zoning district has no particular criteria related to the height of fencing.

**B. Dimensions.**

**2. Commercial and Industrial Zones: Except as provided below, the height of fences and walls in any required front yard shall not exceed three (3) feet as measured from the grade and no greater than eight (8) feet elsewhere on site.**

The applicant has proposed a 6-foot fence which will be around a play area for the school. This fence has not been proposed within the front yard. This criterion is met.

**D. Specific Requirements**

2. **Fences and walls shall comply with the vision clearance standards of FCC 10-35-2-13.**

The 6-foot fence complies with the vision clearance standards of FCC 10-35-2-14.

**F. Materials.**

1. **Permitted materials: wood; chain-link steel, iron, bricks, stone; stucco, or similar masonry, and non-prohibited evergreen plants.**
3. **Prohibited materials: unfinished concrete blocks; straw bales; electric or razor wire; scrap lumber or other scrap materials; sheet metal; and hedges taller than eight (8) feet. Sheet metal is prohibited within all districts except the Limited Industrial District.**

The applicant has proposed that their fence (already constructed) will be constructed of wood, a permitted material, and include no prohibited materials. These criteria are met.

**VI. Conclusion:**

Staff finds the application, as presented meets or can meet applicable City codes and requirements, provided that the following conditions of approval are met:

**Conditions of Approval:**

1. Approval shall be shown on:

"A" Findings of Fact
"B" Land Use Application
"C" Site Plan and Supplemental Photos

Findings of Fact attached as Exhibit "A" are incorporated by reference and adopted in support of this decision. **Any modifications to the approved plans** or changes of use, except those changes relating to the structural integrity or ADA access which are regulated by Building Codes, will require approval by the Community Development Director or Planning Commission/Design Review Board.

2. Regardless of the content of material presented for this approval, including application text and exhibits, staff reports, testimony and/or discussions, the property owner/applicant agree to comply with all regulations and requirements of the Florence City Code which are current on this date, EXCEPT where variance or deviation from such regulations and requirements has been specifically approved by formal action as documented by the

records of this decision and/or the associated Conditions of Approval. The property owner and applicant shall submit to the Community Development Department a signed "Agreement of Acceptance" of all conditions of approval prior to issuance of building permits.

**3. Design Review**

3.1. The applicant shall have six months from the date of approval (**March 10, 2016**) to complete all required conditions of approval unless otherwise specified.

3.2. This Design Review approval shall be valid for one year from the date of issuance, ending September 8, 2017.

**INFORMATIONAL**

1. The applicant shall complete their required conditions of approval for Resolution PC 15 11 DR 02 as soon as possible, but in no case later than December 8, 2016.

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**VII. EXHIBITS**

- A. Findings of Fact
- B. Land Use Application
- C. Site Plan
- D. ODOT Referral Comments

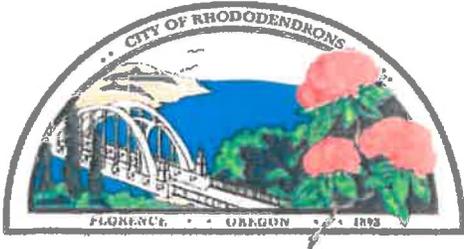
APPROVED BY THE COMMUNITY DEVELOPMENT DEPARTMENT, this  
8<sup>TH</sup> day of SEPTEMBER, 2016.



Wendy Farley Campbell  
Planning Director



Glen Southerland  
Assistant Planner



*City of Florence*  
 Community Development Department  
 250 Highway 101  
 Florence, OR 97439  
 Phone: (541) 997 - 8237  
 Fax: (541) 997 - 4109  
[www.ci.florence.or.us](http://www.ci.florence.or.us)

**Type of Request**

Design Review (DR) (See FCC 10-6)  Conditional Use Permit (CUP) (See FCC 10-4)  
*CHANGE OF USE UMA*

**Applicant Information**

Name: Melanie Heard Phone 1: 541/999-8641  
 E-mail Address: erowtheatrekids@yahoo.com Phone 2: NA  
 Address: 3120 Hwy 101 Florence, OR 97439  
 Signature: Melanie Heard Date: 6/24/16  
 Applicant's Representative (if any): \_\_\_\_\_

**Property Owner Information**

Name: Woahink Investment Group Phone 1: (541) 991-7152  
 E-mail Address: woahinkinvestment@icloud.com Phone 2: NA  
 Address: 4678 Mitchell Loop Rd. Florence, OR 97439  
 Signature: [Signature] Date: 6/24/16  
 Applicant's Representative (if any): \_\_\_\_\_

NOTE: If applicant and property owner are not the same individual, a signed letter of authorization from the property owner which allows the applicant to act as the agent for the property owner must be submitted to the City along with this application. The property owner agrees to allow the Planning Staff and the Planning Commission onto the property. Please inform Planning Staff if prior notification or special arrangements are necessary.

**For Office Use Only:**

Received  
 RECEIVED  
 City of Florence  
 JUN 27 2016  
 By: [Signature] 8/22/16

Approved  
**APPROVED**  
 City of Florence  
 Community Development  
 Department  
 "6"  
 Exhibit  
 AR 16 16 Com 02  
 File Number

Exhibit

**Exhibit B**

Property Description

Site Address: 3120 Hwy 101 Florence, OR 97439

General Description: Crow Center for the Performing Arts Youth theatre building

Assessor's Map No.: \_\_\_\_\_ Tax lot(s): \_\_\_\_\_

Zoning District: \_\_\_\_\_

Conditions & land uses within 300 feet of the proposed site that is one-acre or larger and within 100 feet of the site that is less than an acre OR add this information to the off-site conditions map (FCC 10-1-1-4-B-3): \_\_\_\_\_

Project Description

Square feet of new: same + added storage bldg Square feet of existing: 3200 sq. ft

Hours of operation: 7 days/week - various Existing parking spaces: 9

Is any project phasing anticipated? (Check One):  Yes  No

Timetable of proposed improvements: current - September, 2016

Will there be impacts such as noise, dust, or outdoor storage?  Yes  No

If yes, please describe: Summer - September, 2016 -

we will continue to work on exterior renovations as per site plan (parking lot, paint, landscaping)

Proposal: (Describe the project in detail, what is being proposed, size, objectives, and what is desired by the project. Attach additional sheets as necessary)

- Adjust <sup>reduce</sup> parking lot paving area to save on expense
- Allow Montessori school to exist on site M-Th 8am-12pm
- Landscape property (see Landscape Plan)
- Update site plan (see updated Plan)
- Approve Lighting Plan per city request.

For Office Use Only:

Date Submitted: \_\_\_\_\_ Fee: \_\_\_\_\_

Received by: \_\_\_\_\_

Paid

Proposed:

Are new streets planned or needed? (Please refer to the Transportation System Plan)

Yes  No If yes, please describe: \_\_\_\_\_

Are utility upgrades or extensions planned or needed?

Yes  No If yes, please describe: \_\_\_\_\_

If you answered yes to either question above, how will these improvements be funded?  
\_\_\_\_\_

Stormwater Plan:

Per FCC 9-5-2-4, a drainage plan is required for projects which add **500 SQUARE FEET OR GREATER** of impervious surface area or clearing vegetation from **10,000 SQUARE FEET OR GREATER** (single family homes are excluded). Please refer to FCC 9-5 and the Florence Stormwater Design Manual for requirements.

Traffic Impact Study:

Per FCC 10-1-1-4-D, larger projects may require a Traffic Impact Study. Please attach a TIA if needed.

Design & Architectural Drawings:

Per FCC 10-6-6-C, if applying for a design review, please attach or describe colors and materials being used as well as elevations of the proposed building.  
\_\_\_\_\_

Landscaping Plan:

Per FCC 10-34-3-2, the location, size and species of newly proposed plant materials, location(s) of area where existing vegetation will be cleared and/or preserved, irrigation and anticipated planting schedule, and location of existing and proposed fences and walls including buffering and screening materials.

Erosion Control:

Projects of over 1 acre of land disturbance over a period of time (please see FCC 10-36-4) are required to obtain a National Pollution Discharge Elimination System permit from the Department of Environmental Quality prior to the issuance of a development permit or land use permit based on appropriate criteria.

Site Investigation Report:

Refer to FCC 10-7-3 for the list of hazard areas within the City Limits which will require a SIR.

Old Town District:

Survey: Properties within the Old Town District require a recent survey per FCC 10-17 for all new development, redevelopment, and additions which show property lines, easements, 2' contours, existing structures, floodplain, and highest observed tide.

Visual Aids: New construction or story additions require visual aids. Please refer to FCC 10-17.

## Other Information Required

Below is a check list of the required information to determine if an application is complete. The Florence City Code is available at City Hall or online at [www.ci.florence.or.us](http://www.ci.florence.or.us) (click on "City Code" which is located on the main menu). You will also find the *Florence Transportation Plan, Downtown Architectural Guidelines, Highway 101 Access Management Plans, Stormwater Design Manual, and Stormwater Management Plan* available on the City's website or at the City Hall for review or purchase.

Site Plan existing and proposed drawn to scale, showing the following:

- Existing and proposed site boundaries and proposed lot boundaries
- Existing and proposed structures
- Existing and proposed roads, streets, rights-of-way, pedestrian walks (widths and types), names, grades, radii
- Existing and proposed utility services – location of water and sewer lines, drainage routes and facilities, manholes, meters, fire hydrants, etc...
- Areas of scenic value, wildlife habitat, potential hazard areas (floodplains, geologic instability), wetlands, or other areas of special significance

*Note: Please submit an electronic copy of any plans submitted larger than 11" x 17"*

A title report from a title company showing:

- Existing liens
- Access and/or utility easements
- Legal description

Utility Plan:

List all utilities currently available to the site AND add this information to a utility plan map (See FCC 10-1-1-4-B-2).

*Note: For help identifying the location of utilities, please call Dig Safely Oregon at 1-800-332-2344 or dial 811. Call Public Works (541-997-4106) to determine the size of utility lines. Call the Fire Marshal (541-997-3212) to determine fire flows.*

Water Supply: \_\_\_\_\_ - inch line available from \_\_\_\_\_ (Street)  
Sanitary Sewer: \_\_\_\_\_ - inch line available from \_\_\_\_\_ (Street)  
Storm Sewer: \_\_\_\_\_ - inch line available from \_\_\_\_\_ (Street)

Check if available:  Telephone  Cable TV  Electrical  Other (Such as fiber optics)

Please provide a plan drawn to common scale showing the location of existing and proposed buildings, existing and proposed utility services, location and size of water and sewer lines, drainage routes, manholes, meters, fire hydrants, fire flows, and 2' contours.

Lighting Plan:

Show location of each light fixture, diagram illustrating foot-candle distribution, and elevation drawing of each light fixture in conformance to FCC 10-3-8-G.

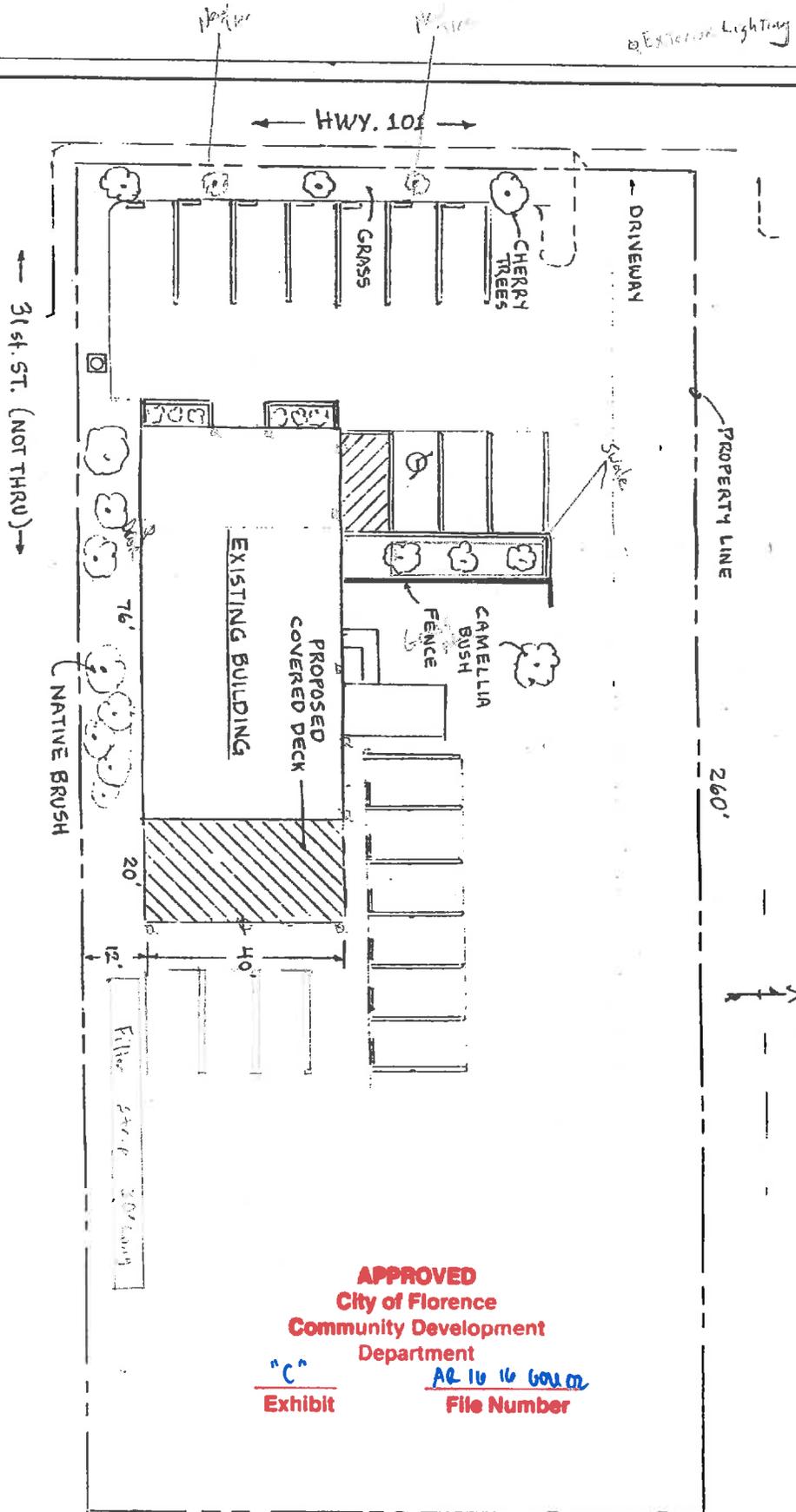
Access Permits:

For properties along State or County roads (see FCC 10-35-2-4), a state or county access permit or application is required. For properties on Highway 101 located between Highway 126 and the Siuslaw River Bridge, please also refer to the *Highway 101 Access Management Plan*.

CRAIG DRAFTING  
AND DESIGN  
(341) 997-6926

SITE PLAN  
1" = 20'

-PRELIMINARY -  
For design review and estimating  
Only



APPROVED  
City of Florence  
Community Development  
Department  
"C" Exhibit      AL 16 16 606 cm  
File Number

EXHIBIT C