

**CITY OF FLORENCE
PLANNING COMMISSION**

RESOLUTION PC 13 07 CUP 02

A REQUEST FOR CONDITIONAL USE PERMIT, for a church use in the Pacific View Business Park zoning district at 2610 Kingwood Street #1 & 2, Map 18-12-22-42, Tax Lot 1500 & 1600

WHEREAS, application was made by Donna McCauley on behalf of Christian Fellowship Church and property owner Heceta Properties, LLC, as required by FCC 10-4 and 10-28; and

WHEREAS, the Planning Commission met in a public hearing on May 14, 2013 as outlined in Florence City Code 10-1-1-5, to consider the application, evidence in the record, and testimony received; and

WHEREAS, the Planning Commission determined per FCC 10-4 and FCC 10-1-1-5-E, after review of the application, testimony and evidence in the record, as per FCC 10-1, 10-3, 10-4 and FCC 10-28, that the application meets the criteria through compliance with certain Conditions of Approval; and

WHEREAS, the Planning Commission of the City of Florence finds, based on the Findings of Fact, staff recommendation and evidence and testimony presented to them, that the application meets the applicable criteria.

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

The request for a CONDITIONAL USE PERMIT, for a church use in the Pacific View Business Park zoning district at 2160 Kingwood Street, meets the applicable criteria in Florence City Code and the Florence Realization 2020 Comprehensive Plan. The Planning Commission approves the Conditional Use Permit with the conditions listed below:

Conditions of Approval:

1. Approval shall be shown on the Findings of Fact (Exhibit A), the Site Plan and Building Elevations (Exhibit D).
2. 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 interior or ADA access which are regulated by Building Codes, will require approval by the Planning Director or Planning Commission/Design Review Board. All required site improvements shall be made prior to Certificate of Occupancy.

3. Regardless of the content of material presented for this Planning Commission hearing, including application text and exhibits, staff reports, testimony, and/or discussions, the Applicant and Property Owner 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 Planning Commission action as document by the records of this hearing and/or the associated Conditions of Approval. The applicant shall submit to the Community Development Department a signed "Agreement of Acceptance" of all conditions of approval prior to application for building permit.
4. That any changes or additions to the building or site shall comply with Section 10-28-5 Pacific View Business Park and Section 10-4-10 Conditional Uses General Conditions.

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 interior or ADA access which are regulated by Building Codes, will require approval by the Community Development Director or Planning Commission or other city official as specified in City Code.

ADOPTED BY THE FLORENCE PLANNING COMMISSION/DESIGN REVIEW BOARD the 14th day of May, 2013.

CHERYL HOILE, Chairperson
Florence Planning Commission

DATE

STAFF REPORT & FINDINGS
FLORENCE COMMUNITY DEVELOPMENT DEPARTMENT
Exhibit "A"

Date of Report: May 3, 2013
Application: PC 13 07 CUP 02

Planner: Jacob Callister (LCOG)

I. PROPOSAL DESCRIPTION

Proposal: Applicant requests a conditional use permit for a church use in the Pacific View Business Park zoning district.

Applicant: Donna McCauley

Property Owner: Heceta Properties, LLC

Location: 2610 Kingwood Street #1 & 2
Map 18-12-22-42, Tax Lot 1500 & 1600

Area: 1.29 acre

Comprehensive Plan Map Designation: Business/Industrial Park

Current surrounding Plan designation:

South: Business/Industrial Park (Excavation Company)

West: Business/Industrial Park (Across Kingwood)

East: Public (School)

North: Business/Industrial Park (Forest Services)

Zone Map Classification: Pacific View Business Park

Current surrounding zoning:

South: Pacific View Business Park (Excavation Company)

West: Pacific View Business Park (Across Kingwood)

East: Multiple Family Residential (School)

North: Pacific View Business Park (Forest Services)

II. BACKGROUND/NARRATIVE

The applicant, Donna McCauley, on behalf of Christian Fellowship church, is requesting a conditional use permit to allow a church at 2610 Kingwood Street #1&2. The church is currently located in one of the existing commercial buildings on the subject site. Another building is located on the same site and is occupied by a storage unit business located to the east of the subject structure. The property was purchased by the current owner, Heceta Properties LLC, in 2004 and was developed in 2006 as an office/warehouse business park. A fitness center occupied the subject building and vacated the site prior to the applicant's lease of the building in February of 2013.

Prior land use applications and amendments

- Resolution DR 04-16 was approved by the Planning Commission on November 9, 2004 to allow a mixed use development (storage and office use) on the subject property.
- The Planning Commission granted a CUP to the fitness center in 2005.
- The Pacific View Business Park zone district was amended in 2010. Part of the amendment expanded the uses allowed in the district. The amendment followed a study of the Pacific View Business Park zone and the industrial districts surrounding the business park. One of the stated recommendations of the study was, "to eliminate confusion, streamline the land use approval process and create a fast, friendly and flexible development process." The basis of the series of amendments was to simplify the development process and stimulate business in the area.

Conditional Use Permit

The conditional use permit application was prompted by a business license application submitted to the City in January. At that time it was determined that the church does not require a business license but that a conditional use permit would be required. The subject site is located within the Pacific View Business Park zone district and the Business/Industrial Park Comprehensive Plan designation. A church use falls under the category of "Community Services" which is a conditional use within the Pacific View Business Park. Community Services is defined in Title 10 Chapter 1 as:

Community Services: Community services are uses of a public, nonprofit, or charitable nature generally providing a local service to people of the community. Generally, they provide the service on the site or have employees at the site on a regular basis. The service is ongoing, not just for special events. Community centers or facilities that have membership provisions but are open to the general public to join at any time, (for instance, any senior citizen could join a senior center). The use may provide mass shelter or short term housing where tenancy may be arranged for periods of less than one month when operated by a public or non-profit agency. The use may also provide special counseling, education, or training of a public, nonprofit, or charitable nature. Some examples are libraries, museums, and social service facilities.

III. PUBLIC NOTICE AND REFERRALS

Public Notice: Notice was mailed to property owners within 300 feet of the site, and the subject property was also posted on April 22, 2013. Additionally, on May 8, 2013 a notice was published in the Siuslaw News. As of this writing, no comments have been received.

Referrals: Referrals were sent on April 22, 2013, and the following agencies and city staff were notified: Florence Police, Code Enforcement, Public Works, Siuslaw Fire and Rescue, Central Lincoln PUD. As of this writing no comments were received.

IV. APPLICABLE REVIEW CRITERIA

Florence City Code, Title 10:

(found at <http://www.ci.florence.or.us/council/title-10-zoning-regulations>)

Chapter 1: Zoning Administration, Section 1-5

Chapter 3: Off-Street Parking and Loading

Chapter 4: Conditional Uses, Sections 9, and 10

Chapter 28: Pacific View Business Park

Realization 2020 Florence Comprehensive Plan:

(found at <http://www.ci.florence.or.us/planning/comprehensive-plan>)

V. REVIEW OF APPLICABLE CRITERIA

TITLE 10, CHAPTER 28: PACIFIC VIEW BUSINESS PARK

10-28-3: BUILDINGS AND USES PERMITTED CONDITIONALLY:

The Planning Commission, subject to procedures and conditions set forth in Chapter 4 of this Title, may grant a conditional use permit for the following:

Residential unit, maximum of 1,000 square feet for a caretaker or superintendent...

Animal Daycare and Overnight Boarding Facility (excludes breeding kennels)

Community Services*

City-owned Public buildings (no schools allowed in this district)

Daycare – on-site child day care serving their employees, accessory only

Drive-Up/Drive-Through (drive-up windows, kiosks, ATM's, similar uses/facilities)

Parking Facility (when not an accessory use)

Regional Utility Corridors and Rail Lines

Municipal Waste-Related Industrial

***FINDING:** FCC Title 10 Chapter 1 provides a definition of community services (as shown above) which would support the proposed church use as a “community service.” The Christian Fellowship is a non-profit organization that is open to the public. The Planning Commission’s approval of this conditional use permit will confirm this interpretation and set a precedent for church’s being interpreted as “community services” within Florence (unless otherwise distinguished).

Discussion:

A ‘church’ is not specifically listed as a permitted or conditional use in the Pacific View Business Park zone, as is done in some of the other zoning districts. However, the Pacific View Business Park zone relies on the definitions in Title 10 Chapter 1 to determine applicability. Thus, a church use falls under the category of “Community Services” which are defined above and in FCC Title 10-1-5 and are listed as a conditional use in the Pacific View Business Park district.

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

Table 10-3-1, Minimum Required Parking By Use (In part):

Churches and other places of worship

1 space per 50 sq. ft. of main assembly area; or as determined by the Design Review Board, as applicable

FINDING: The church meets the parking requirement. The church use requires 1 parking space per 50 sq. ft. of main assembly area which is equal to half of the building area or 1,154 sq. ft. (Exhibit D – Site Plans and Building Elevations) The parking requirement for the church is 23 spaces (1,154 sq. ft. / 50 sq. ft.) and there are 29 available parking spaces on the subject site. (See Exhibit D – Site Plans and Building Elevations) Therefore the proposed church use meets the parking requirement.

TITLE 10, CHAPTER 4: CONDITIONAL USES

10-4-9: *GENERAL CRITERIA: A conditional use permit may be granted only if the proposal conforms to all the following general criteria: (Ord. 669, 5-17-82)*

A. Conformity with the Florence Comprehensive Plan.

B. Compliance with special conditions established by the Planning Commission to carry out the purpose of this Chapter.

C. Findings that adequate land is available for uses which are permitted outright in the district where the conditional use is proposed.

D. Conditional uses are subject to design review under the provisions of Chapter 6 of this Title, except single family and duplex residential use.

E. Adequacy of public facilities, public services and utilities to service the proposed development.

F. Adequacy of vehicle and pedestrian access to the site, including access by fire, police and other vehicles necessary to protect public health and safety.

A. Conformity with the Florence Comprehensive Plan.

FINDING: The project does not propose anything explicitly contrary to the policies of the Comprehensive Plan.

Discussion:

The subject site is within the Business/Industrial Park Comprehensive Plan Designation. Staff has reviewed the Florence Realization 2020 Comprehensive Plan for effects of the proposed conditional use permit in relation to the Land Use section (Chapter 2).

Land Use (Chapter 2)

The relevant section of the Land Use chapter of the Comprehensive Plan is the Industrial element. The stated goal of the Business/Industrial Park Comprehensive Plan Designation is “To develop industrially planned and zoned lands within the Florence area for suitable research and development, manufacturing, processing, assembly, storage and distribution, construction and development-related uses, and airport-related uses.”

Much like the purpose of the underlying zoning district, the Comprehensive Plan further describes a policy that encourages the development of the subject site as an employment generator. The Comprehensive Plan states, *"The City shall encourage development of the City's Pacific View (Kingwood) Business Park, which has been planned and zoned, and for which infrastructure is provided, to readily accommodate suitable light industrial, and research and development uses and to provide for businesses and industries that provide family wage year-round employment."* The goal and policy of the comprehensive plan in relation to industrial development in the City of Florence is to encourage the creation of employment on the subject site through light industrial, research and development and business uses.

The Comprehensive Plan further references the Pacific View Business Park as follows: ***The Pacific View Business Park is an economic development effort of the City and is intended to attract uses that bring family wage jobs to Florence in an effort to replace some of those jobs lost as a result of declines in the timber and fishing industries.*** Overall the goal of the Business/Industrial Park Comprehensive Plan Designation is to generate employment in the City of Florence. The church use does not generate paid employment opportunities but does produce volunteer non-profit positions including 7 board members.

The existing church is a non-profit organization that is operated by volunteers including 7 board members. Due to the economic downturn and the previous vacant status of the subject building, a church use may be considered a more viable use than no use at all in the building. The value of the church use could be measured in its contribution to social capital and the opportunity for employment networking. Furthermore, the non-profit church use is serving the community by leasing a vacant space in an existing building that would otherwise be vacant.

The subject building was constructed in 2005. The property owner stated that the subject building was vacant for 2 months prior to the church leasing the structure in February and that the church was the only interested party to lease the building (See Exhibit E). Since its construction in 2005, the subject building has been mostly occupied by the original use (fitness center) until the economic downturn. The property owner stated, *"Since the economic downturn in 2008 we have reduced rents significantly in order to allow our tenants to survive the current economy. We reduced the gym's rent 25% in 2010. The owner was not able to continue and closed in 2012 after unsuccessfully trying to sell her business."*

B. Compliance with special conditions established by the Planning Commission to carry out the purpose of this Chapter. Please refer to section 10-4-10 for the outline of general conditions for a conditional use permit (below in part).

10-4-10: GENERAL CONDITIONS: *The Planning Commission may require any of the following conditions it deems necessary to secure the purpose of this Chapter. Where a proposed conditional use is permitted in another district, the Planning Commission may apply the relevant development standards from the other district. In addition, conditions may be required by the Design Review Board. Such conditions may include:*

A. Regulation of uses*, special yard setbacks, coverage and height.

***FINDING:** Staff and legal counsel have determined that the proposed use can be considered a “Community Service.” The Commission’s decision to approve will serve as an interpretation of whether a church use is allowed in the Pacific View Business Park under section 10-4-10A Regulation of Uses.

Discussion:

In regards to regulation of uses, a ‘church’ is not specifically listed as a permitted or conditional use in the Pacific View Business Park zone. By Staff’s determination, the closest land use classification to a church listed under conditional uses in the Pacific View Business Park zone is ‘community service.’ Some issues to consider in determining whether to allow the church use in the Pacific View Business Park zone include:

- Definition of ‘community service’ (addressed above)
- Purpose of the Pacific View Business Park zoning district (addressed above)
- Other districts that allow church uses and community services in the City

Other districts that allow church uses and community services in the City

One issue to consider in the determination of whether to allow a church in the Pacific View Business Park is that other zoning districts allow churches as conditional uses. Staff researched the following districts in the Zoning Regulations and categorized the districts into whether the district lists a ‘church’ use as ‘permitted,’ ‘conditional’ or ‘not listed’ (See lists below). The districts that are under the not listed category are the districts that do not allow church uses including the subject site zoning district -Pacific View Business Park*. Staff found that the majority of zoning districts are in the not listed category and no zoning districts outright permit a church.

A ‘church’ is permitted in the following zoning districts: **None**

A ‘church’ is a CONDITIONAL use in the following zoning districts:

1. Restricted Residential District (RR) 10-10-3:
2. Single-Family Residential District (RS) 10-11-3:
3. Multi-Family Residential District (RM) 10-13-3:
4. Commercial District (C) 10-15-3:
5. Mainstreet District 10-27-3:

A ‘church’ is not listed as permitted or conditional in the following zoning districts:

1. Neighborhood Commercial District (NC)
2. Highway District (H)
3. Old Town District
4. Marine District
5. Limited Industrial District (LI)
6. Open Space District (OS)
7. Waterfront / Marine District (WF/M)

8. Professional Office/Institutional Zoning District
9. ***Pacific View Business Park** (*Community Services is conditional*)
10. Coast Village District (CV)
11. North Commercial District
12. Service Industrial District
13. Telecommunications Facilities Overlay District

It is important to note that the Pacific View Business Park is the only district that lists "Community Services" as a possible use.

C. Findings that adequate land is available for uses which are permitted outright in the district where the conditional use is proposed. Available land can be either vacant land or land which could be converted from another use within the applicable zoning district. Land needs for permitted uses may be determined through projections contained in the Florence Comprehensive Plan or other special studies.

FINDING: Given the current economic state in Florence, many of the lots and buildings within the Pacific View Business Park zone are currently vacant, thus the church use does not inhabit land that would otherwise likely be occupied by uses permitted outright in the District.

Discussion:

The total number of tax lots that are within the Pacific View Business Park zone is 56 lots and the total acreage of the zone area is 978. Out of the 56 parcels that are zoned Pacific View Business Park there are 41 vacant parcels. Staff finds that adequate land is available for uses which are permitted outright in the district.

D. Conditional uses are subject to design review under the provisions of Chapter 6 of this Title, except single family and duplex residential use. (Ord. 625, 6-30-80) See Code Section 10-6-3 for Design Review requirements (in part below).

FINDING: The proposed conditional use is subject to design review under Section 10-6-3, however there are no changes proposed to the existing building or lot. Staff finds that Design Review criteria outlined in Chapter 10-6 have been satisfied by the original design review application DR 04-16. Staff is proposing a condition of approval that any changes or additions to the building or site shall comply with Section 10-28-5 Pacific View Business Park and Section 10-4-10 Conditional Uses General Conditions.

E. Adequacy of public facilities, public services and utilities to service the proposed development.

FINDING: The public facilities, public services and utilities of water, sewer, and stormwater facilities of the site will remain unchanged.

Florence Public Works has identified no issues related to the proposal.

F. Adequacy of vehicle and pedestrian access to the site, including access by fire, police and other vehicles necessary to protect public health and safety. (Ord. 669, 5-17-82).

FINDING: The vehicle and pedestrian access dynamic of the site will remain unchanged. No concerns have been raised from the fire or police department.

VI. CONCLUSIONS AND RECOMMENDATIONS:

Staff finds that the request for a conditional use permit to operate a church within the district can meet, or meet with conditions, the applicable criteria in Florence City Code and the Florence Realization 2020 Comprehensive Plan. Approval shall be shown on the Findings of Fact (Exhibit A), the Site Plan and Building Elevations (Exhibit D). Staff recommends the Planning Commission approve the conditional use permit with the conditions listed below.

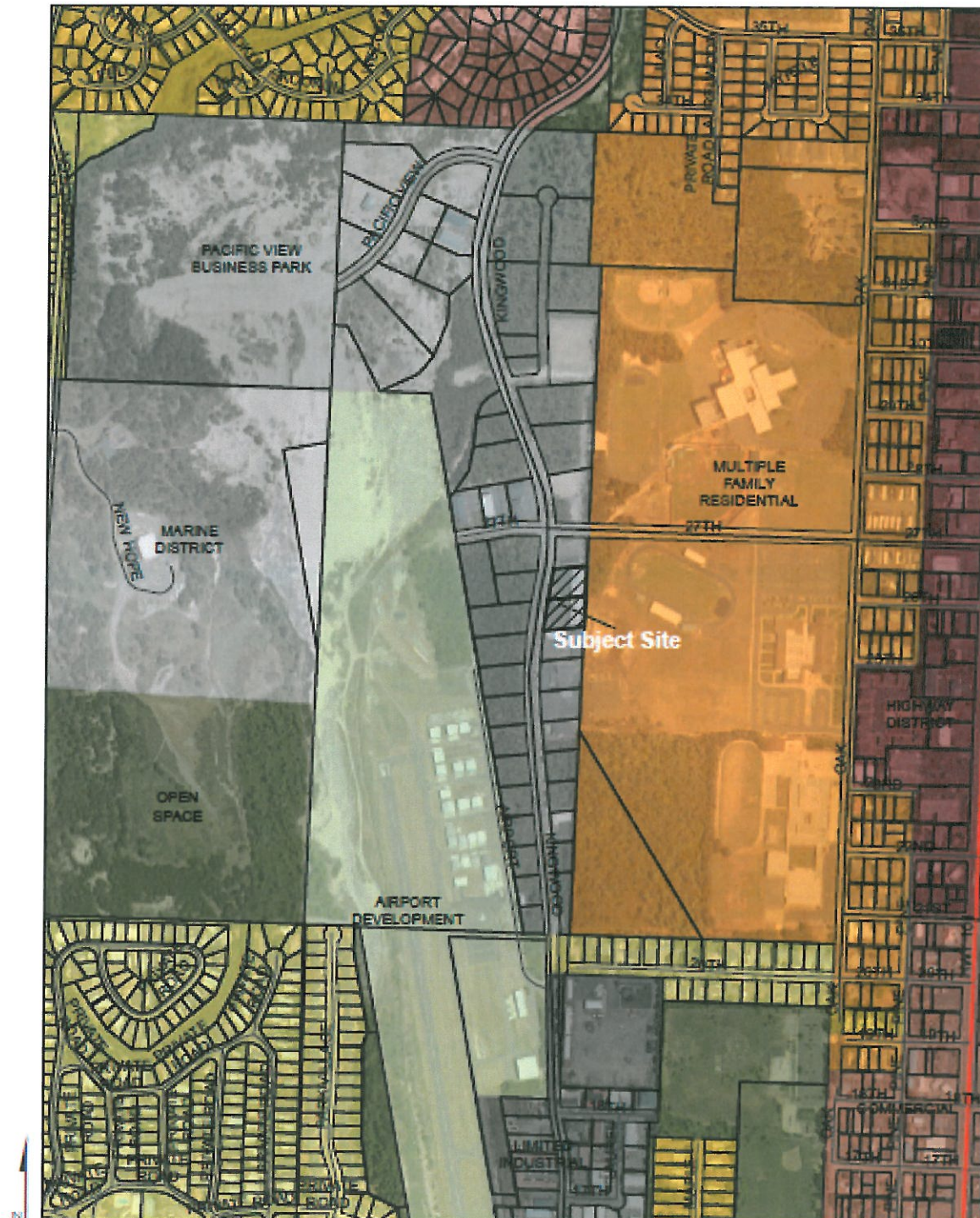
1. Findings of fact attached as Exhibit A are incorporated by reference and adopted in support of this decision. Any modifications to the approved plans or changes of use, except those changes relating to the interior or ADA access which are regulated by Building Codes, will require approval by the Planning Director or Planning Commission/Design Review Board. All required site improvements shall be made prior to Certificate of Occupancy.
2. Regardless of the content of material presented for this Planning Commission hearing, including application text and exhibits, staff reports, testimony, and/or discussions, the Applicant and Property Owner 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 Planning Commission action as documented by the records of this hearing and/or the associated Conditions of Approval. The applicant shall submit to the Community Development Department a signed "Agreement of Acceptance" of all conditions of approval prior to application for building permit.
3. Any changes or additions to the building or site shall comply with Section 10-28-5 Pacific View Business Park and Section 10-4-10 Conditional Uses General Conditions.

VIII. EXHIBITS

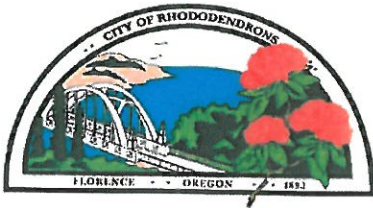
- A. Findings of Fact
- B. Site/Context Map
- C. Application Materials

- D. Site Plans/ Bldg. Elevations
- E. Applicant and Property Owner
Correspondence dated April 23rd & 24th

2610 Kingwood Street, Florence
PC 13 07 CUP 02



\$400- Conditional Use Permit without Design Review



City of Florence
 Community Development Department
 250 Highway 101
 Florence, OR 97439
 (V): (541) 997-8237
 (F): (541) 997-4109
www.ci.florence.or.us

LAND USE APPLICATION FOR DESIGN REVIEW AND/OR CONDITIONAL USE PERMIT

I. Type of Request

- ☐ Design Review (See FCC 10-6 for Criteria) ☐ Administrative Review (also see FCC 10-1-1-6)
☒ Conditional Use Permit (See FCC 10-4 for Criteria)

FCC (Florence City Code) may be found at www.florence.or.us (under "City Code") or at City Hall

You may request a pre-development conference to obtain assistance in filling out this application or to obtain input on your proposal. If the conference was not more than 90 calendar days from the date of this application submission, the cost of the conference will be credited towards your land use application.

Did you have a pre-development conference (Check One)? ☐ Yes ☐ No

If yes, enter the date of the conference: Month _____ Date _____ Year _____ Amount Paid: \$ _____

Please be aware that the applicant has the burden of proof to show how the project meets the applicable criteria (refer to FCC 2-10-6).

Feel free to contact the Planning Department if you have questions at 541-997-8237.

II. Applicant or Representative Information

(only one phone number is required)

Name (Print): Donna McCauley Ph: (541) 991-0314

Mailing Address: 87684 Limpit Lane Ph: () _____

City: Florence State: OR Zip: 97439 Ph: () _____

E-mail (Optional): amccauley310@msn.com

Signature: Donna McCauley Date: 4-1-2013

III. Property Owner Information

(only one phone number is required)

Name (Print): HELETA PROPERTIES, LLC Ph: () _____

Mailing Address: P.O. BOX 3274 Ph: () _____

City: FLORENCE State: OR Zip: 97439 Ph: () _____

E-mail Address (Optional): VANDRVACCARD@GMAIL.COM

Signature: HELETA PROPERTIES BY Uteel (AKA) Date: 3/27/13

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.

IV. Property Description

Site Address: 2610 Kingwood Street #142

General Location (Example: City Hall is at the SE corner of 2nd and Highway 101): _____

(This section is continued on the next page)

Assessor's Map No.: 18-18-32-42 Tax Lot(s): 01500 Size of Site: 26,572 sq ft

Zoning District: Pacific View Business Park

Describe the conditions and land uses of all land within 300-feet from 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): _____

V. Utilities

☒ Existing:

List all existing 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 in identifying the location of utilities please call Dig Safely Oregon at 1-(800) 332-2344 or dial 811. Call Public Works for size of utility lines.

Water Supply: _____ - inch line available in Street (s) _____
Sanitary Sewer: _____ - inch line available in Street (s) _____
Storm Sewer: _____ - inch line available in Street (s) _____
Telephone (Check One): ☐ is ☐ is not available in Street (s) _____
Cable TV (Check One): ☐ is ☐ is not available in Street (s) _____
Electrical (Check One): ☐ is ☐ is not available in Street (s) _____
Other (Such as fiber optics): _____

Proposed:

Are new streets planned or needed (Please refer to the Florence Transportation System Plan)? (Check One): ☐ yes* ☐ no

If yes, describe which ones are needed: _____

Are utility upgrades or extensions planned or needed? ☐ yes* ☐ no

If yes describe which ones are needed: _____

*If you answered yes to either of the two questions above, how will the improvements be funded? _____

NA ☐ Utility Plan (per FCC 10-4-3-C and 10-6-6-E): Drawn to a common scale (such as 10, 20, 30, 40, or 50 feet to the inch). 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. (Questions? Contact Public Works at 541.997.4106. Fire flows may be obtained by the Fire Marshal at 541.997.3212).

NA ☐ Lighting Plan (for new parking lots and walkways): 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.

NA ☐ Stormwater (per FCC 9-5-2-4): A drainage plan is required for projects which are adding 500 square feet or greater of impervious surface area or clearing 10,000 square feet or greater (Single Family houses are exempted). Please refer to FCC 9-5 for requirements and the Florence Stormwater Design Manual.

NA ☐ Traffic Impact Study (per FCC 10-1-1-4-D): (larger projects) Please refer to FCC 10-1-14-D to see if a Traffic Impact Study is required.

(Continued on the next page)

V. Project Description

Square feet of new: NA : Square feet of existing building 1200 + 1200
Hours of operation: Sunday AM Number of parking spaces* (See FCC 10-3): 29

*bicycle parking is calculated at 1 per 10 vehicle parking spaces

→ Building color (s) (attach color sample): _____

Is there any phasing anticipated? (Check One): ☐ yes ☒ no

Timetable of proposed improvements: _____

Will there be impacts such as noise, dust, or outdoor storage? (Check One): ☐ yes ☒ no

If yes, describe all impacts: _____

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

EXISTING SPACE TO BE OCCUPIED AS A CHURCH

Parking spaces on North, South & East side of building
totals 29 spaces and is available for our use.

VI. Additional Information

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

All Drawings need to be drawn to a typical scale (site plan in an engineering scale and architectural drawings may be in architectural scale) submitted as follows:

☐ 3 full sized sets of plans (if the project fits on 11 x 17 or 8 1/2 x 11 pages, there is no need to enlarge the drawings)

Please note: A planner may request additional copies for larger projects once the application has been deemed complete.

☐ 2 sets reduced to 11 x 17

☐ 1 electronic copy (pdf or word) (submitted on a CD or by email)

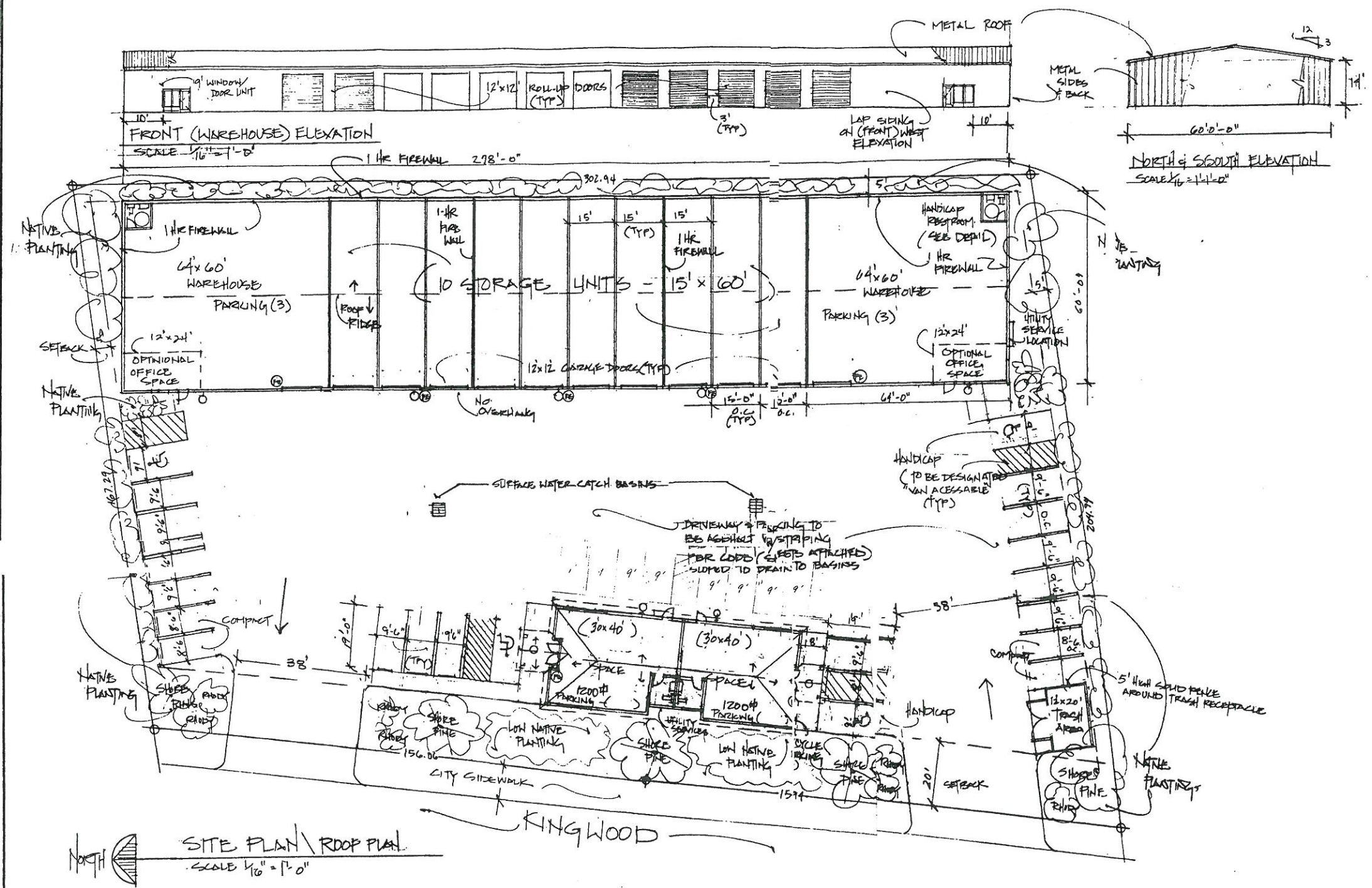
NA ☐ Title Report from a Title Company (per FCC 10-4-3-C and 10-6-6-D): indicating liens, access and/or utility easements, legal description

(Continued on the next page)

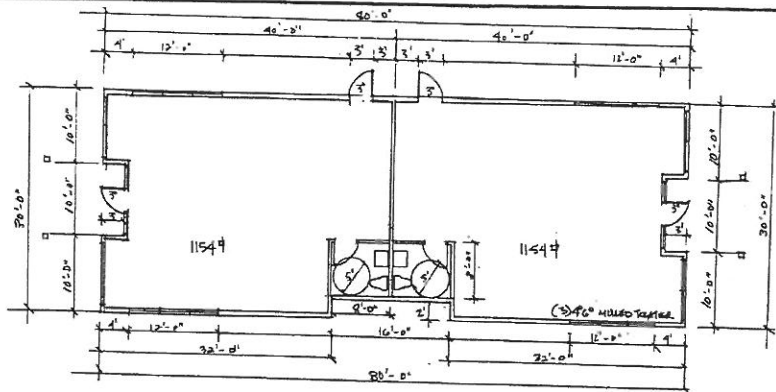
- Attached* * ☐ Site Plan (per FCC 10-6-6-A): drawn to scale showing majority of dimensions, illustrating the size and location of existing use and structures, proposed use and structures on the property (including trash enclosure), walkways and parking areas (including bicycle parking). Please also include natural features which are located on the property such as streams, wetlands, and sand dunes.
- Attached* ☐ Off-Site Conditions (per FCC 10-1-1-4-B-3): 300 feet from the proposed site that is one acre or larger and within 100 feet the site that is less than an acre. Drawing needs to include property lines, utility locations and sizes, existing and future streets, alleys, sidewalks, significant grade changes and natural features such as streams, wetlands and sand dunes. If possible, please include adjacent property's driveway locations. This information is not required to be surveyed by a registered surveyor.
- Attached Photo* ☐ Landscaping Plan (per FCC 10-34-3-2): Location, size and species of the new proposed plant materials (at the time of planting); location(s) of areas where existing vegetation will be cleared and location(s) of areas where existing vegetation will be preserved (delineated on the recent aerial photo or site plan drawn to scale) specification for soil at time of planting, irrigation and anticipated planting schedule, location of existing and proposed fences and walls including buffering and screening materials, existing. Refer to the *Florence Tree and Plant List* to help you decide which plants work best in Florence. Landscaped stormwater facilities may count toward the landscaping require coverage. Provide the square footage of each landscaped area (new and existing).
- Attached Photo* ☐ Architectural Drawings or Sketches (per 10-6-6-C): Drawn to a common scale showing dimensions, floor plan showing doorways and windows, north, south, east, west elevation view of buildings (with height indicated), exterior building materials, styles, and colors (roofing, trim, wall). Properties located in the Old Town and Main Street Districts will also be reviewed with the *Downtown Architectural Guidelines* to determine compatibility.
- NA ☐ Access Permit (for properties along State or County Roads) (see FCC 10-35-2-4): A State or County complete access permit or application is required. For properties on Highway 101 located between Highway 126 and the bridge, please also refer to the *Highway 101 Access Management Plan*.
- NA ☐ Erosion Control: Projects over 1 acre or more of land disturbance over a period of time (FCC 10-36-4) are required to obtain a National Pollution Discharge Elimination System (NPDES) from Department of Quality prior to the issuance of a development permit or land use permit based on appropriate criteria.
- NA ☐ Old Town District:
For properties within the Old Town District the following are also required:
- ☐ Survey (per FCC 10-17A-4-K-1-a, 10-17B-4-K-1-a, and 10-17C-4-K-1-a): All new development, redevelopment, and additions require a recent survey map drawn to scale which shows property lines, easements, 2' contours, existing structures (including height of sea-wall, if appropriate), floodplain, and highest observed tide.
 - ☐ Visual Aids (for new construction or story addition in Old Town): Please refer to FCC 10-17A-4-K-1-b, 10-17B-4-K-1-b, and 10-17C-4-K-1-b for the requirements for each subsection.
- NA ☐ Site Investigation Report (SIR): SIR may also be required, refer to FCC 10-7-3 which lists the hazard areas within the City Limits which will require a SIR. The SIR form is available at City Hall or by email.

FCC Title 10, Chapter 1 states that staff has 30-days to review the application for completion. A written notice explaining application deficiencies or acknowledging a complete application will be provided to the applicant and/or representative.

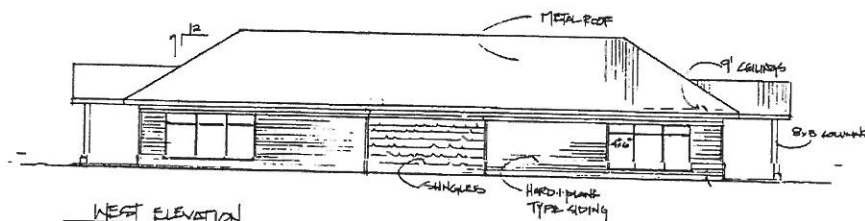
Questions: Please call 541.997.8237



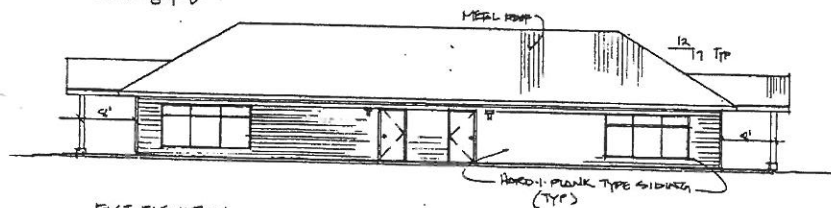
- EXTERIOR LIGHTING**
O - WALL MOUNT
O - CEILING MOUNT
NOTE: ALL EXTERIOR LIGHTS DOWNSHIELDED & COMPLY WITH DISTRICT STANDARDS.
- FIRE EXTINGUISHER - 1**
10 PER 3000 SQ. FT. & MAX. 12' DISTANCE IN ANY DIRECTION
- ALL EXIT DOORS ARE FROM THE INSIDE WITH USE OF A KEY OR ANY KNOWLEDGE OR PASS**
- TYP HANDICAP REQUIREMENTS:**
CONTINUOUS EXHAUST FAN
WATERPROOF GUTS
W/ CLEVERABLE PANELS
DETAILS ON ATTACHED
- PARKING REQUIREMENTS:**
PARKING PROVIDED:
STANDARD - 21
COMPACT - 4
HANDICAP - 4
TOTAL - 29
- ALL SURFACE WATER 1 SHEET DRAINED TO CATCH LOCATED WITHIN OFFICE PARKING AREA PER DOWN SPOTS HARD PI TO BASIN DRAINAGE.**
- LANDSCAPING:**
A MIX OF SHORE PINE, RHODODENDRONS & LILY PLANTS.
- SIGNAGE WILL BE SU UNDER SEPARATE PER**
- NOISE ABATEMENT:**
OFFICE: R-21 WALLS / WAREHOUSE: R-19 INSU WALLS & CEILING



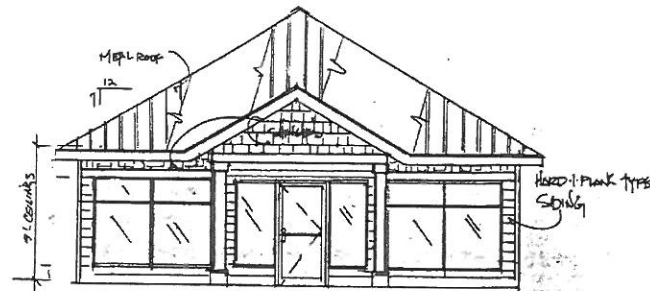
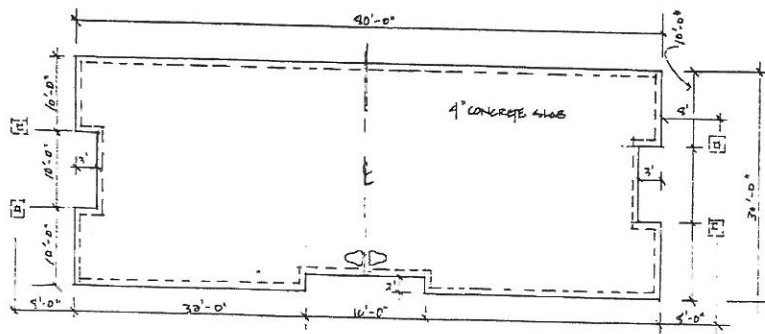
FLOOR PLAN
SCALE $\frac{1}{8}'' = 1'-0''$



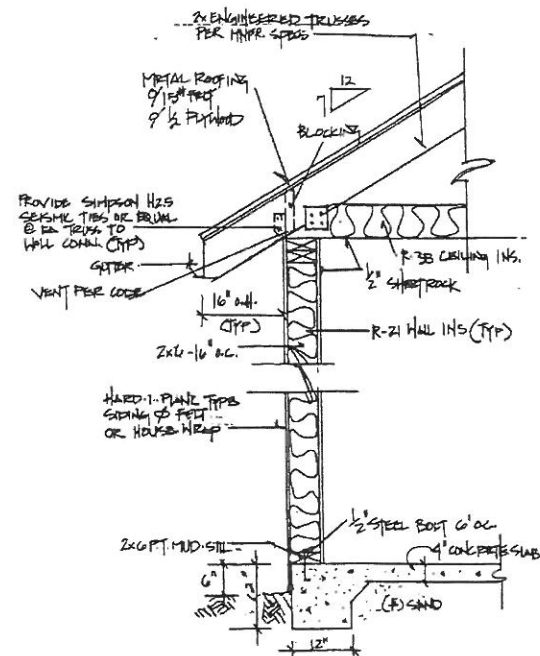
WEST ELEVATION
SCALE $\frac{1}{8}'' = 1'-0''$



EAST ELEVATION
SCALE $\frac{1}{8}'' = 1'-0''$



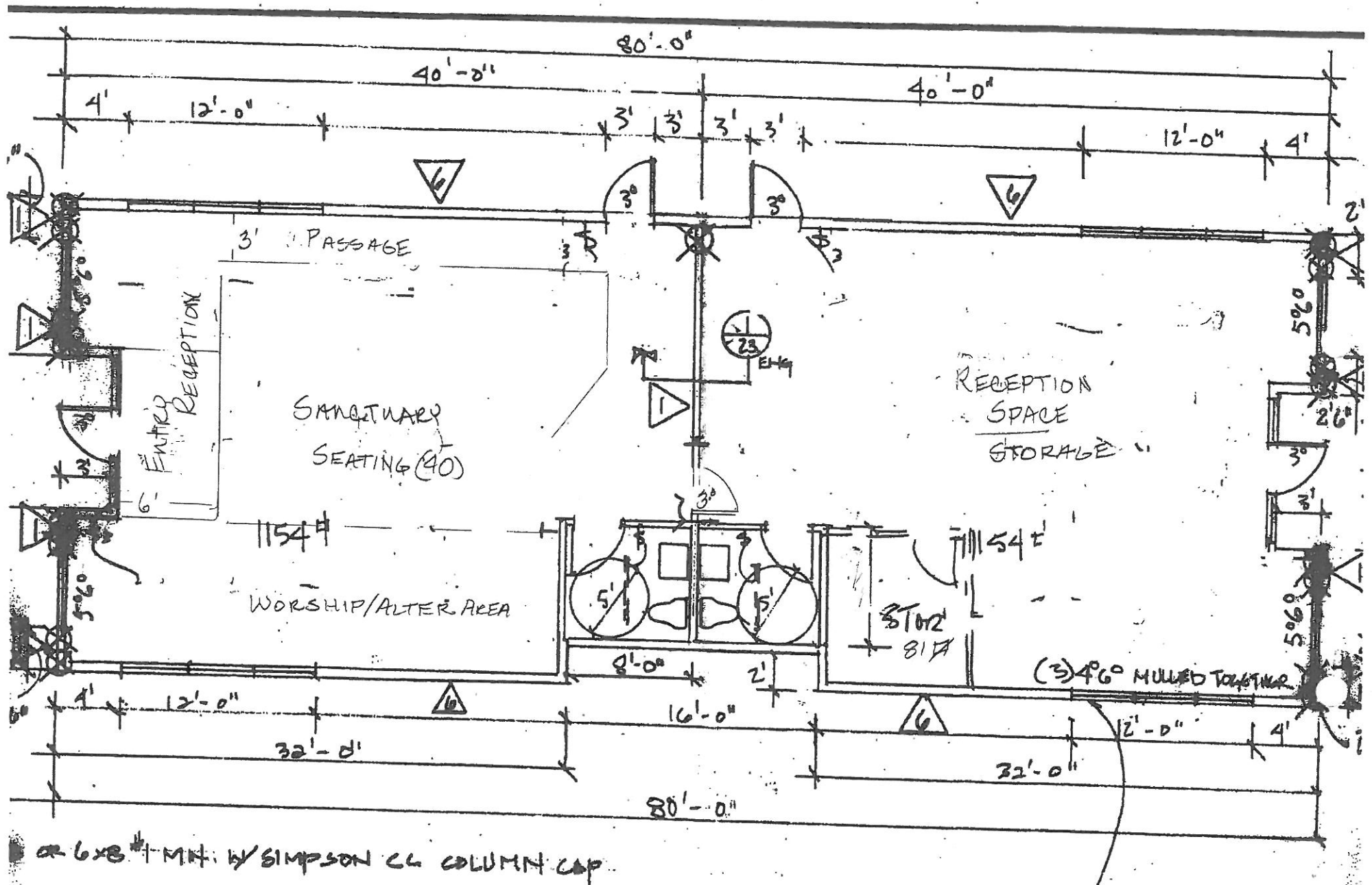
NORTH & SOUTH ELEVATION
SCALE $\frac{1}{4}'' = 1'-0''$



SECTION
SCALE $1'' = 1'-0''$

PROPOSED COMMERCIAL BLDG FOR HEETA PROPERTIES
LOTS 42 & 43 FLORENCE BUSINESS PARK
PLEASANT, OR 97139

Date	
Scale	
Drawn	
Job	
Sheet	



OR 6x8 #1 MH. BY SIMPSON CG COLUMN CAP.

PORT PLAN

2610 Kingwood Street Ste. # 1&2

April 1, 2013



VIEW #1 West side of building along Kingwood Street.



VIEW #2 North side of building from inside parking lot.

2610 Kingwood Street Ste. # 1&2

April 1, 2013



VIEW #3 East side of building from inside parking lot.



VIEW #4 South side of building inside parking lot.

CALLISTER Jacob (LCOG)

To: PETERSON Nicole M
Subject: RE: 2610 Kingwood Street in Florence

From: vandraccaro@gmail.com [<mailto:vandraccaro@gmail.com>]

Sent: Wednesday, April 24, 2013 7:06 AM

To: PETERSON Nicole M

Subject: Re: 2610 Kingwood Street in Florence

- -Could you provide a brief history of the uses that have existed in the building where the church is located?
- • The previous tenant, Vic's Powerhouse, a gym, rented the space since original lease signing in 2005.
- • • • -When was the building constructed and what was the original business in the building?

The gym was our first tenant after completion of construction in 2005.

- -Have you been successful in leasing the building since it was built?
- Since the economic downturn in 2008 we have reduced rents significantly in order to allow our tenants to survive the current economy. We reduced the gym's rent 25% in 2010. The owner was not able to continue and closed in 2012 after unsuccessfully trying to sell her business.
- • -How long was the building vacant before the church occupied it in February 2013?
- Approximately two months. The church was our only inquiry.
- • Did the building have other periods of vacancy and if so how long?
- It was originally vacant for several months in 2005.
- • If there are any other questions please call me at 541-997-9535
- • Regards,
- • Victor L Vaccaro
- Heceta Properties

On Tue, Apr 23, 2013 at 12:12 PM, PETERSON Nicole M <NPETERSON@lcog.org> wrote:
Dear Victor and Heceta Properties, LLC,

The City of Florence recently received a conditional use permit application to allow a church use on your property at 2610 Kingwood Street #1 & 2 in Florence. I work with the Lane Council of Governments. We are providing planning assistance to the City of Florence and I have been tasked with researching this application. In order to provide the best information possible to the Planning Commission, I am wondering if you could answer a couple questions regarding the property history (Please see questions below). Thank you so much for your time and consideration. Your answers will greatly assist in drafting the staff report that will be presented to the Florence Planning Commission.

Questions:

- Could you provide a brief history of the uses that have existed in the building where the church is located?
- When was the building constructed and what was the original business in the building?
- Have you been successful in leasing the building since it was built?
- How long was the building vacant before the church occupied it in February 2013?
- Did the building have other periods of vacancy and if so how long?

Again, thank you so much for your time and consideration. Please feel free to call or email me at [\(541\) 682-6571](tel:(541)682-6571) or npeterson@lcog.org.

Very Best,
Nicole

Nicole Peterson
Lane Council of Governments (LCOG)
8598 Willamette Street, Eugene, OR 97401
[\(541\) 682-6571](tel:(541)682-6571)
npeterson@lcog.org