CITY OF FLORENCE PLANNING COMMISSION October 28, 2014 ** MEETING MINUTES **

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Chairperson Cheryl Hoile opened the meeting at 7:00 p.m. Roll call: Chairperson Cheryl Hoile Commissioners: Curt Muilenburg, Alan Burns, and Robert Bare were present. Commissioner John Murphey was absent and excused. Also present: Planning Director Wendy FarleyCampbell and Planning Technician Glen Southerland.

APPROVAL OF AGENDA

Commissioner Bare motioned to approve the Agenda, Commissioner Muilenburg seconded. By voice, all ayes, with the exception of Commissioner Murphey, who was absent. The motion passes.

APPROVAL OF MINUTES

Meeting of October 14, 2014

Commissioner Muilenburg motioned to approve the Minutes of October 14, 2014 as amended, Commissioner Bare seconded. By voice, all ayes, with the exception of Commissioner Murphey who was absent. The motion passes.

PUBLIC COMMENTS

This is an opportunity for members of the audience to bring to the Planning Commission's attention any items **NOT** otherwise listed on the agenda. Comments will be limited to **3 minutes per person**, with a maximum time of 15 minutes for all items.

There were no public comments.

PUBLIC HEARINGS:

Chairperson Hoile said that there were two public hearings before the Planning Commission that evening. The hearing would be held in accordance with the land use procedures required by the City in Florence City Code Title 2 Chapter 10 and the State of Oregon. Prior to the hearing(s) tonight, staff will identify the applicable substantive criteria which have also been listed in the staff report. These are the criteria the Planning Commission must use in making its decision. All testimony and evidence must be directed toward these criteria or other criteria in the Plan or Land Use Regulations which you believe applies to the decision per ORS 197.763 (5). Failure to raise an issue accompanied by statements or evidence sufficient to afford the Planning Commission and parties involved an opportunity to respond to the issue may preclude an appeal of this decision based on that issue. Prior to the conclusion of the initial evidentiary hearing, any participant may request an opportunity to present additional evidence, arguments or testimony regarding the application. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval without sufficient specificity to allow the Planning Commission to respond to the issue that precludes an action for damages in circuit court. Any proponent, opponent, or other party interested in a land use matter to be heard by the Planning Commission may challenge the qualification of any Commissioner to participate in such hearing and decision. Such challenge must state facts relied upon by the party relating to a Commissioner's bias, prejudgment, personal interest, or other facts from which the party has concluded that the Commissioner will not make a decision in an impartial manner.

<u>FILE PC 14 19 DR 02 – SIUSLAW OUTREACH SERVICES ROOF:</u> An application by David Wiegan of Siuslaw Outreach Services to convert a flat roof to a pitched gable roof and add a 10' x 6' cover over the main entrance to the building. The building is located at 1576 12th Street, Map 18-12-27-41 TL 00101 and is zoned Multi-Family Residential.

<u>Chairperson Hoile opened the hearing at 7:08 p.m.</u> and asked if any of the Planning Commissioners wished to declare any conflicts of interest, ex parte contacts, site visits, or bias. Chairperson Hoile asked if the public *City of Florence Planning Commission Minutes*Page 1 of 10

had any challenges to any commissioner's impartiality in making this decision. There were no challenges. Chairperson Hoile stated that the staff report had been presented and asked PT Southerland to read the application and criteria for the record.

Staff Report

PT Southerland listed the applicable criteria for the application and gave a brief overview of the history of the building. He stated that the building previously had three additions, but only one of those listed the square footage being added and there was no way to establish what the original square footage was.

PT Southerland presented the site plan and stated that the addition of the entrance cover would be at the northeast corner of the building and would extend into what were currently not parking spaces, but a loading and unloading area. PT Southerland presented elevations of the building showing the pitched gable-end roof and the entrance cover and presented a close up of the entrance cover.

PT Southerland stated that referral comments were received from Fire Marshal Sean Barrett regarding the fire protection of the building. He stated that Fire Marshal Barrett asked the applicant for 1-hour fire separation between the ceiling and new attic space and that a "knox box" be installed on the exterior of the building. He said that these comments were included as item Informational 1.

PT Southerland stated that the application met the requirements of City Code with the conditions of approval and recommended approval. PT Southerland presented the conditions of approval. He stated that Condition 3 regarded exterior lighting requirements and Condition 4 established a deadline for the design review approval one year from the meeting date, ending October 14, 2015. He listed the Planning Commission's alternatives to approval and asked for the Planning Commission's questions.

Commissioner Muilenburg asked what Fire Marshal Barrett meant by 1-hour separation between the spaces. PT Southerland stated that he assumed the Fire Marshal meant that he would like 1-hour fire separation between the existing ceiling and the newly created attic space. Commissioner Muilenburg asked what a "knox box" was. PT Southerland stated that it was a box on the exterior of the building that keys were kept in for access.

Chairperson Hoile asked if the Fire Marshal's recommendation included as Informational 1 would require the applicant to install those items. PT Southerland stated that the Fire Marshal required that item, but that was not a condition of approval for this application. PD FarleyCampbell stated that the City did not have specific code criteria related to those types of requirements, but the requirement was included as an informational item to make sure they had that information.

Applicant – David Wiegan, P.O. Box 19000, Florence, OR 97439 Applicant's Representative – Paul Jensen, 88896 Highway 101, Florence, OR 97439

Mr. Wiegan and Mr. Jensen introduced themselves. Mr. Wiegan stated that he was the Executive Director of Siuslaw Outreach Services and stated that Mr. Jensen was the architect for the project before them.

Mr. Wiegan stated that when he began working for Siuslaw Outreach Services in January 2012, he began thinking about the roof because of ongoing leaks into the interior of the building. He stated that he had previous experience with flat-roofed buildings and conversions to pitched roofs and knew the advantages of making those changes. He stated that for a small non-profit, this was a fairly large expense and fund-raising was started in March 2013. He stated that other issues such as the siding and windows would be addressed while the roof was being converted. Mr. Wiegan stated that \$13,000 was raised by selling memorial bricks which would be part of the upgraded entryway. He stated that sometimes clients are waiting before the office is opened and have little shelter by the front door.

Commissioner Muilenburg asked if the memorial brick walkway would be in front of the entrance. Mr. Wiegan confirmed.

Mr. Jensen stated that the fire separation was a requirement of Oregon Structural Specialty Code and existed currently and that the applicant would continue and amend the fire separation as needed.

Chairperson Hoile asked the applicants had read the conditions of approval or if they had any questions regarding the staff's findings. The applicants stated that they had read them and had no questions.

Chairperson Hoile asked for any proponents, opponents or neutral parties wanting to submit testimony. There was none.

Chairperson Hoile asked PT Southerland to read the staff recommendation. PT Southerland read the staff recommendation to adopt Resolution PC 14 19 DR 02.

Chairperson Hoile closed the hearing at 7:17 p.m.

Commission Discussion

No Commissioner had any items for discussion.

Commissioner Muilenburg moved to approve Resolution PC 14 19 DR 02 with no changes, Commissioner Bare seconded the motion. By roll call vote: Commissioner Bare "yes"; Commissioner Muilenburg "yes"; Chairperson Hoile "yes"; Commissioner Burns "yes"; Commissioner Murphey was absent. The motion passes.

FILE PC 14 16 DR 01 – WHISPERING PINES DESIGN REVIEW: An application by Jerry Prater Construction to complete Phase 2 and 3 of Whispering Pines Condominiums, located at 1150 Hemlock Street, Map 18-12-27-42, TL 00300, 00400, & 00500. The proposed development will revise the previously approved buildings in Phase 2 and 3 which will match current buildings on the site in layout and appearance. The development is zoned Professional Office District and Multi-Family Residential.

<u>Chairperson Hoile opened the hearing at 7:20 p.m.</u> and asked if any of the Planning Commissioners wished to declare any conflicts of interest, ex parte contacts, site visits, or bias. Chairperson Hoile asked if the public had any challenges to any commissioner's impartiality in making this decision. There were no challenges. Chairperson Hoile asked for the staff report.

Staff Report

PD FarleyCampbell presented the applicable criteria for the application.

PD FarleyCampbell stated that the development had been before the Planning Commission in 2004 for a three-phase development with a 5-year timeline. She stated that in 2009 that approval expired and only Phase 1 and half of Phase 2 had been constructed, accounting for 24 of the original 44 units. PD FarleyCampbell stated that utilities had already been installed for all three Phases.

PD FarleyCampbell said that the City updated the Transportation Systems Plan in 2012 and added plans for a bike path on the Ivy Street right-of-way. She stated that the owner of the southern property abutting the development on Ivy Street deceased and that the applicant had obtained the property to add to this development. PD FarleyCampbell stated that the original approval allowed access for that lot should it be developed with a house.

PD FarleyCampbell stated that Phase 2 was designated Professional Office/Institutional Zoning District and Phase 3 was designated as Multi-Family Residential District. She stated that as such, each Phase had different requirements. She gave open space requirements as an example.

PD FarleyCampbell gave an overview of the access issues with the property. She stated that were this development in any other portion of town, the applicant would need to construct the streets surrounding their development. She gave background regarding the 12th Street Bike Path and Park Village, the subdivision to the north. PD FarleyCampbell stated that as part of the 2004 conditions of approval, the applicant was required to install the Ivy St. turnaround for fire vehicles.

PD FarleyCampbell stated that each Phase consisted of four buildings of four units each with storage for each unit. She said that ADA parking would be needed for Phase 2 if that Phase 2 was not added to Whispering Pines Condominiums. She stated that the situation was somewhat confusing, but that the original application was for the entire development, Phases 1-3. She added that since the 2004 application, the only portion of the development that has been made into condominiums was Phase 1. She stated that the portion of Phase 2 that was constructed was not turned over to the condominiums and was, in effect, like a standalone apartment complex. She stated that if Phase 2 was built on its own without being attached to Phase 1, it would have to provide its own parking. PD FarleyCampbell listed the locations where ADA parking spaces were proposed or were existing. She stated that if Phase 2 became part of Whispering Pines Condominiums in the future, the ADA parking requirements would be covered.

PD FarleyCampbell stated that there have been a number of code changes since the original approval in 2004. She said that one change was the addition of landscaping buffer requirements along streets. She said that the criteria stated "street" whereas the Ivy Street right-of-way is undeveloped as a street, but should Ivy Street be developed in the future, the parking spaces adjacent to the street would require a backing movement into the street. She said that staff is reserving the opportunity in the future to provide a landscape buffer to prevent parking spaces abutting the street.

PD FarleyCampbell stated that the applicant provided a lighting plan, but the actual mounting height proposed was lower than the information provided. She said that the applicant would need to meet the criteria for the illumination fields within the parking lot. She stated that the applicant proposed shielded box lights and 400W bulbs that should meet the criteria, but that the condition would ensure that the requirements were met.

PD FarleyCampbell said that Condition 6 would require that the landscape buffers for Ivy Street be installed on his property rather than in the right-of-way. She stated that there was a City and state code that recycling receptacles are required for multi-family dwellings and added that the City does not implement state code, but that the City code did require the same of multi-family dwellings.

PD FarleyCampbell presented the elevations of the proposed buildings and stated that there have been no changes other than flat roofs were once prohibited. She stated that staff had required that the storage units maintain the current roof type rather than convert to a flat roof in order to maintain the character of the development. She also said that other conditions relating to the elevations were that the roofs of the development remain gabled and not flat roofs. PD FarleyCampbell stated that the applicant would be required to ensure that outdoor lighting for the buildings be shielded and not globe lights or a similar fixture.

PD FarleyCampbell stated that Condition 12 was a standard condition in the Professional Office/Institutional District that mechanical and telecommunications equipment be shielded. She said that Conditions 13 and 14 had to do with the airport overlay, requiring that the lighting not imitate airport lighting and requiring that the building materials provide a noise buffer and that an avigation easement be obtained. She stated that there was an avigation easement on file, however that easement was for Whispering Pines, and if these Phases do not become part of Whispering Pines Condominiums, they would not necessarily be covered under the previous easement.

PD FarleyCampbell presented a floor plan of the proposed buildings. She presented a site plan and stated that the stormwater infiltration devices that were proposed in the alley had to be moved out of City right-of-way and onto public property. She stated that she has requested that the Condition be added that the existing stormwater infiltration systems in the City right-of-way obtain an easement.

PD FarleyCampbell stated that two referral comments had been received. She stated that the Public Works Director would like the applicant to install sewer cleanouts, water vaults, and attempt to conform as much as possible with the stormwater code. She stated that Siuslaw Valley Fire & Rescue had requested that the applicant ensure adequate fire flow and that a code change required that fire sprinklers be installed in all buildings with four or more units.

PD FarleyCampbell stated that the public testimony received was from Patricia Reno which was in the packet and additional testimony that evening entered into the record as Exhibit J2. She said that Ms. Reno had met with staff and that staff had advised her of conditions which may apply to her. PD FarleyCampbell stated that Ms. Reno had several concerns regarding the applicant's violations of Oregon Revised Statute 100, which was the state condominium law. She stated that the City Attorney had advised that under land use code, the City did not regulate state law, only City policies. She said that the state laws that governed noticing requirements and other land use items were the only ones which the City administered. She stated that the Planning Commission could not make a decision based on that information, but that the information would be entered into the record.

PD FarleyCampbell stated that the testimony from Ms. Reno related to the application through the information regarding the access to Phases 2 and 3. She stated that the applicant still maintains ownership of the Whispering Pines common areas and the Homeowners Association, but that staff had to go by what County records showed, which show the applicant as the owner of those areas. She stated that if he did not own those areas, he would need to secure easements or access for the proposed lots. PD FarleyCampbell stated that since he has retained ownership, he maintains legal access through Whispering Pines.

PD FarleyCampbell stated that staff's recommendation was that the application does meet the applicable criteria with the conditions listed. She stated that there were three amendments to the Conditions: Condition 8 regarding the Private Use of a Public Right of Way, Condition 11 should read horizontal plane, and Condition 13 should read "the use shall." She listed the Planning Commission's alternatives to approval.

Commissioner Muilenburg asked about the conditions of approval, and stated that it seemed that they would be approving two different developments depending on how things happened. He stated that some questions have been answered. He asked who owned Ivy Street and stated that he assumed the City did. He stated that PD FarleyCampbell had stated that the issue between Ms. Reno and the applicant was a civil issue and that the City Attorney had made the recommendation that was in the Planning Commission's packet.

Commissioner Muilenburg asked a question about Condition 7 and said that in Exhibit G, the applicant had stated that a bike path accessing 12th Street was not possible due to topography. He asked how the applicant would construct a bike path if this was true. PD FarleyCampbell stated that because the Transportation System Plan called for it, the applicant would need to work with the Public Works Department in order to find a suitable solution, whether it was a staircase or some other solution. Commissioner Muilenburg stated that even though the applicant had stated that it was not possible, the City would require it to be possible. PD FarleyCampbell stated that they would find a way for it to be possible or would not require it. She offered to word the condition differently.

Commissioner Muilenburg asked about Condition 6 and the "if." PD FarleyCampbell stated that one option that was not typically done at this level was a design for a street right-of-way. She said that the City does not currently have a platting process for condominiums, but would like to see that changed in the future in order to deal with these situations. She stated that staff viewed Condition 6 as a part of Condition 7, and added that the path needed to be protected from vehicle encroachment. PD FarleyCampbell stated that if the existing ingress/egress for the development remains the only true access, the parking spaces proposed along the Ivy

Street right-of-way could be moved or eliminated, which would remove Condition 6 and Condition 4. She stated that the applicant could request to vacate the alley, though it would not be guaranteed to happen. She stated that the applicant could also request a variance for on-street parking.

Commissioner Muilenburg stated that there were still many unanswered questions. He asked if the Planning Commission could make a decision or if the Planning Department would be making the final decisions. PD FarleyCampbell stated that Condition 6 is currently unanswered, and that the Planning Commission could add a Condition requiring the applicant to submit plans to the Planning Commission for review and approval. Commissioner Muilenburg pointed out that Conditions 3 and 4 also were "if" conditions. PD FarleyCampbell stated that Conditions 3 and 4 were not tied to Condition 6 or 7. She stated that Condition 3 relates to parking and would require coming before the Planning Commission for the variance. She added that Condition 4 could be changed, but was to protect the future residents from a possible street. PD FarleyCampbell stated that if the applicant was not able to secure ingress and egress through the access onto Hemlock Street that he currently owns, and would eventually have to turn over to the homeowner's association, he would likely have to provide access to the new development through Ivy Street and 11th Street to Hemlock Street. She said that this change would be large enough to require the applicant to reapply for approval of the modification.

Commissioner Muilenburg stated that the issue, referred to in the statement on page 2 of the staff report, was a civil matter as advised by the City Attorney. PD FarleyCampbell confirmed and stated that the development would look much differently elsewhere in the city because there are no streets near the development.

Commissioner Muilenburg stated that on page 8 of the findings, staff had said that the parking spaces along Ivy Street were in the front yards, but that by criterion I above that, were not allowed in the front yards. He stated that this was another unanswered question as to the future of the development and possible future development of Ivy Street. PD FarleyCampbell stated that the front yard was located along the narrowest street frontage, and that without having access to a taxmap, she stated that the front of the lot was likely along Ivy Street. She said that the front yard for this zone was five feet. She said that the encroachment was not much, but there was encroachment, and that the five-foot landscape buffer would also be required in this area. Commissioner Muilenburg asked how the applicant could meet the criteria if the parking spaces cannot be in the front yard, but were in the front yard. PD FarleyCampbell stated that it was an interpretation issue and was up to the Planning Commission. She said that the applicant also had the alternative of reducing their parking requirements by reducing units or bedrooms. She stated that the floor plan could be changed in order to eliminate required parking spaces.

Commissioner Muilenburg asked about the compact parking spaces that the applicant had proposed. PD FarleyCampbell stated that the applicant had compact parking spaces in the previous Phase 1 section of the parking lot and that those spaces did meet Code at the time of approval in 2004. She stated that the applicant removed the compact parking spaces from Phase 3. Commissioner Muilenburg asked if the applicant would be able to solve his parking problem with compact parking spaces. PD FarleyCampbell stated that he would need several spaces as only one foot is gained from each compact parking space.

Commissioner Muilenburg stated that as far as the situation demonstrated by Exhibit J, it appeared that the homeowners association had an unfortunate situation, but that the Planning Commission's hands were tied.

PD FarleyCampbell stated that if the applicant were to convert four units to one-bedroom units, the applicant would be required to provide four less parking spaces.

Commissioner Muilenburg asked if the Planning Commission could require the applicant's proposed Phases to be part of the Whispering Pines Condominiums. PD FarleyCampbell stated that she spent a great deal of time considering whether or not the City would be liable for providing the applicant access through the existing condominiums. She stated that Lane County shows that he is the owner of the common areas.

Commissioner Burns asked PD FarleyCampbell if Condition 6 could apply to the existing parking spaces along Ivy Street for the existing portion of Phase 2. PD FarleyCampbell stated that since that portion was already built, that parking space adjacent to the Ivy Street right-of-way would not have to meet the condition.

Applicant Testimony - Jerry Prater, 87829 Highway 101, Florence, OR 97439

Mr. Prater stated that he would not like to testify at this time.

PD FarleyCampbell stated that Mr. Prater would need to bring up any issues he had with the items before the Planning Commission at this time or forego his opportunity to appeal the decision based on those issues.

Mr. Prater stated that he would like to review the staff report & findings before making any testimony.

Chairperson Hoile asked for any proponents, opponents or neutral parties wanting to submit testimony.

Opponent Testimony - Patricia P. Reno, 87944 Lake Point Dr., Florence, OR 97439

Mrs. Reno introduced herself to the Planning Commission and stated that she had distributed comments (attached), the Declaration of Condominium Ownership for Whispering Pines Condominiums (not attached), Supplemental Declaration Submitting Whispering Pines Condominium Stage 2 to Condominium Ownership (not attached), and a copy of the letter distributed to the City Recorder, Kelli Weese, on October 27, 2014 (attached) to them prior to the meeting. She stated that she and her husband owned Unit B7 and was speaking on behalf of some of the other owners attending the Planning Commission meeting.

Mrs. Reno stated that she disagreed that the applicant's situation was not a City issue. She stated that she thought that the City and the Planning Commission had a responsibility to protect its residents and property owners from unscrupulous people.

Mrs. Reno read a statement (attached) stating the purpose of a reserve study and the requirements for a reserve study. She stated that she has previously submitted written testimony to the Planning Commission concerning the applicant's request. She said that she discovered that the applicant had not met a deadline to construct additional buildings for the Whispering Pines Condominium.

Mrs. Reno stated that the applicant should have turned over Stages 1 and 2 to the Whispering Pines Homeowners Association no later than June 27, 2012. She also said that she had provided a letter to City Recorder Kelli Weese on October 27 requesting that the business license for the applicant's company, Jerry Prater Construction, be suspended or revoked for failure to comply with state law, which is a requirement for a business license. She asked the Planning Commission to deny the request to continue the Whispering Pines project.

Mrs. Reno said that she has asked Mr. Prater many times to complete a reserve study and by allowing Mr. Prater to build Phases 2 and 3 of Whispering Pines, that the Planning Commission would be allowing the applicant to fleece people. She suggested that the City Attorney look at the issue again because if the City allows Mr. Prater to continue his project and she is forced to file suit, the City would be a party to that lawsuit.

Applicant's Rebuttal - Jerry Prater, 87829 Highway 101, Florence, OR 97439

Mr. Prater stated that he spoken with an Oregon Real Estate Commissioner after Mrs. Reno accused him of being in non-conformance. He stated that there was a reserve account and that the money was accounted for. Mr. Prater stated that Mrs. Reno had gone through the financial information for three years and had not found anything. He said that he attempted to turn over the development to the Homeowners Association two years ago and they did not accept it. He stated that he provided that information to PD FarleyCampbell. Mr.

Prater stated that he has since been left in complete control of Whispering Pines and has taken care of the development since then. He stated that he was upset that someone had lied during testimony.

Mr. Prater stated that he had asked the head of the Real Estate Commission if he was in compliance with Condominium law.

Mrs. Reno asked if she could refute his testimony. Chairperson Hoile stated that they had both made their comments and if someone else had testimony, the Planning Commission could allow them to speak, but that Mrs. Reno had already provided testimony.

PD FarleyCampbell stated that if the people Mrs. Reno stated she was representing would like standing for appeal, they need to enter their names into the record.

Opponent Testimony - Joyce Freeman, 1150 Hemlock St. Unit C12, Florence, OR 97439

Opponent Testimony - Bob Freeman, P.O. Box 2686, Florence, OR 97439

Opponent Testimony - Alyson Scott, 1150 Hemlock St. Unit C9, Florence, OR 97439

Mr. and Mrs. Freeman and Ms. Scott stated that Mrs. Reno represented them.

Staff Response

PD FarleyCampbell stated that Condition 3 could stay as is or require that some number of bedrooms be eliminated in order to reduce the parking requirements of Phases 2 and 3 in order to allow the applicant to provide the required ADA accessible parking spaces now.

PD FarleyCampbell suggested that for Condition 7 wording be added to allow the applicant work with Public Works in order to determine if a suitable bike path connection to the 12th Street Bike Path can be made. She stated that the re-worded condition could allow the applicant to research the construction rather than requiring it outright. She said that it might require that the bike path be connected to by an easement or through the alley rather than the Ivy Street right-of-way.

PD FarleyCampbell stated that Condition 4 could be removed if the Planning Commission desired. She stated that the hearing could be continued if the Planning Commission would like something in writing from the City Attorney in the record. She stated that the applicant also has the right to request a continuance as well if he feels that the information would be valuable.

Commissioner Muilenburg asked PD FarleyCampbell to address the timeframes for the project and the expiration dates mentioned by Mrs. Reno. PD FarleyCampbell stated that she did read some of ORS 100 in order to try to address some concerns. She stated that the stages mentioned in the by-laws are not the same as the proposed Phases. She said that when buildings were completed and ready to be brought into the Condominium, they are annexed into the development.

PD FarleyCampbell stated that from what she understood, Stage 1 was the northwest building of four units, Stage 2 was the two buildings in the northeast and southwest portions of Phase 1, and did not believe that the remaining buildings were annexed into Whispering Pines Condominiums. She stated that Mrs. Reno testified that the applicant had seven years from the date that the first unit was sold to annex units into the development. She stated that Mr. Prater has lost administrative control of the homeowners association as she read it. She said that as she understood it, after seven years, the homeowners association may automatically receive administrative control over the annexed units. PD FarleyCampbell stated that Mr. Prater no longer has the right to annex to the Whispering Pines Homeowners Association because he no longer has administrative control and that the homeowners would have to vote to accomplish that. She stated that the

existing Phase 2 buildings are simply an apartment complex because they were never declared part of the condominiums.

Chairperson Hoile stated that Mr. Prater was not prevented from building additional buildings, just from making those buildings part of Whispering Pines Condominiums. PD FarleyCampbell confirmed. PD FarleyCampbell stated that Mrs. Reno's concern was that the apartment complexes are being constructed and are not paying for the maintenance of or access through the common areas of Phase 1. Commissioner Burns stated that Phase 2 was not part of the homeowners association. PD FarleyCampbell confirmed and stated that it had not been annexed into the condominiums.

Commissioner Muilenburg asked how the building coincided with the existing approvals from the City and the original timelines given. PD FarleyCampbell stated that he previously was given five years to complete the development, which expired in 2009. She stated that his administrative rights expired in 2012.

Commissioner Muilenburg asked if the Planning Commission would be giving Mr. Prater the authority to start again and begin building more units. PD FarleyCampbell stated that they would be allowing him to build additional multi-family buildings.

Commissioner Bare stated that given the circumstances, it would be wise to continue the hearing in order to allow the applicant and legal counsel to review the application. Commissioner Burns stated that he would like to close the hearing for verbal testimony and allow written testimony and added that they had not been given a chance to read the testimony provided at the meeting.

Chairperson Hoile asked PD FarleyCampbell if the applicant could propose to not tie the development to Whispering Pines and could propose to construct a completely different development. PD FarleyCampbell stated that he owns the access property, so the applicant could propose to do that without need for an easement. She stated that it would not change much realistically. Chairperson Hoile stated that the perception was that this application was to create additional condominiums, but in reality it was not. She said that she felt badly for those testifying, but did not feel that this was not part of this decision. Commissioner Muilenburg asked if they were looking at the application as an extension or as a new development. Chairperson Hoile stated that she was looking at it as a new development. PD FarleyCampbell stated that the application was not an extension, but that the applicant decided to call the application Phases 2 and 3 of what he was calling the application previously: Whispering Pines Condominiums.

Commissioner Burns stated that he believed part of the issue is whether or not the applicant had legal access through the condominiums. He said that if the applicant developed Ivy and 11th Streets, the access issue would be resolved. Chairperson Hoile stated that if the Planning Commission would like a legal opinion on the situation, they could continue the hearing. Commissioner Muilenburg stated that he agreed with Commissioner Bare and would like an opinion from the City Attorney so that the Planning Commission could make a determination. Commissioner Burns agreed that he would like to continue the hearing.

Chairperson Hoile closed the hearing for oral testimony at 8:37 p.m. and left the record open for written testimony until Friday, November 7, 2014 at 5 p.m. and would continue the hearing on Monday, November 10, 2014.

PD FarleyCampbell stated that the opportunity to provide written testimony would extend to all parties who could submit additional written testimony until November 7th. She stated that the hearing would be opened regardless on November 10th and would continue until the December hearing if there was no additional testimony at that time.

Commission Discussion

WORKSESSION: DARK SKY LIGHTING TEXT AMENDMENTS

PD FarleyCampbell presented a PowerPoint presentation (attached) outlining the intent and benefits of the lighting text amendment. She provided the Planning Commissioners with a list of current City Code text references to lighting (also attached).

DISCUSSION ITEMS

Chairperson Hoile asked if the fence at 18th Place and Kingwood Street had been removed from the right-of-way. PD FarleyCampbell stated that the owner has applied for a building permit and asked for an extension to make the changes because his contractor was not immediately available.

DIRECTOR'S REPORT

PD FarleyCampbell stated that land use applications were well over the amount that the department had at this point last year. She said that PT Southerland provided a schedule for the Planning Commission of upcoming hearing dates.

PD FarleyCampbell stated that the City Council initiated Medical Marijuana text amendments which would come to the Planning Commission in January 2015.

Commissioner Bare stated that he enjoyed the Code Enforcement Officers comments in his section of the Director's Report.

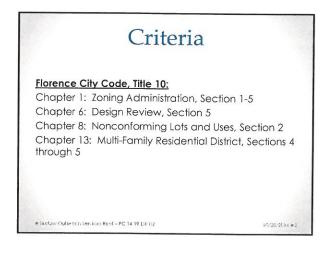
CALENDAR

The Planning Commission discussed the upcoming calendar. The next meeting is scheduled for November 10, 2014 at 7:00 p.m. because November 11, 2014 is Veteran's Day.

Chairperson Hoile adjourned the meeting at 9:43 p.m.

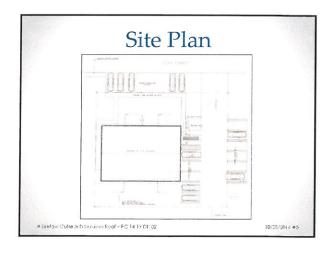
Chery Hoile, Planning Commission Chairperson

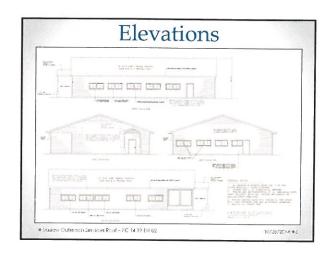


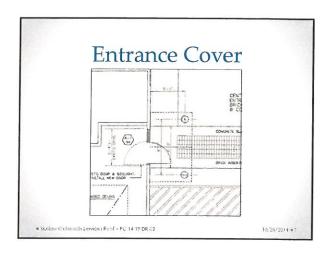


Introduction 1969 – Building constructed as Florence Medical Clinic 1969, 1990, 1991 – Additions to property 9/2/2014 – Land Use Application received









Testimony

- Referral comments were submitted by:
 Fire Marchal Source Parently Signature
 - o Fire Marshal Sean Barrett Fire Separation & Knox Box
- · No Public Testimony Received

◆Skylaw Cutreach Services Roof - PC 14 19 DR 02

10/28/2014 #6

Staff Recommendation

Staff finds that the proposed application meets the requirements of City Code with the conditions as follows, and recommends approval of the application.

Studay Outreach Services Roof - PC 14 19 DH 02

10/28/2014 49

Conditions of Approval

- 3. Exterior lighting requirements
- 4. One-year design review approval, ending October 28, 2015.

• Sigulow Culierach Services Roof - PC 14 19 DR 02

10/28/2014 #1

Alternatives

- 1. Approve the application with the conditions of approval as proposed;
- 2. Modify the findings, reasons, or conditions and approve the proposal
- 3. Deny the application; or
- 4. Continue the Public Hearing to a date certain if more information is needed.

• Sixilaw Outreach Services Roof – PC 14 19 DR 02

0/28/2014 #1

Questions? Sandar Culrech Services Roof - PC 14 1P CR 02

Whispering Pines Phases 2 & 3 PC 14 16 DR 01

Criteria Florence City Code, Title 10: Chapter 1: Zoning Administration, Section 1-5 Chapter 3: Off-Street Parking and Loading, Sections 2 through 5, & 8 through 10 Chapter 6: Design Review, Section 5 Chapter 13: Multi-Family Residential District, Sections 2, & 4 through 5 Chapter 25: Professional Office/Institutional Zoning District, Sections 2 through 5 Chapter 34: Landscaping, Sections 3 and 5 Chapter 34: Landscaping, Sections 2, 3, and 5 Florence Realization 2020 Comprehensive Plan: Chapter 12: Transportation, Policies 7, 8, 11, and 27

Present Situation

• Timeline

• 2004 – PC approved 3 Phase Development with a 5 year timeline

• 2009 – PC approval expired

• Development

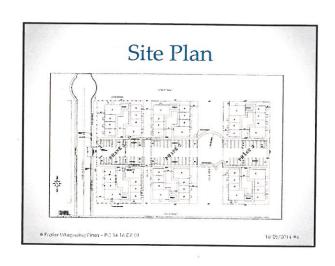
• Phase 1 and half of original Phase 2 built

• 24 of 44 units developed, 6 of 11 buildings

• Public/Common Utilities installed







Conditions

- 3. ADA parking for Phase 2
- · 4. Five ft. Landscape Buffers adjacent to Ivy St.
- · 5. Lighting Plan for parking areas
- 6. Vehicular backing movements into Ivy St.
- · 7. Ivy St. Bike Path
- 9. Trash Enclosures within Ivy St. & requirement for recycling receptacles

Profer Whitpering Pines - PC 14 16 DP 01

10/28/2014 #7

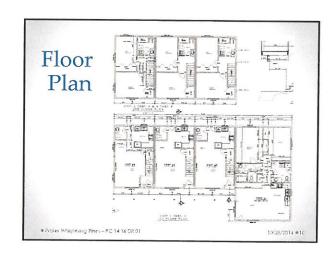


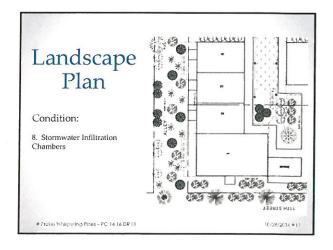
Conditions

- · 10. Storage Unit Elevations: coordination and roof
- 11. Outdoor Lighting: shielded, directed downward
- 12. Screening mechanical & telecommunications equipment
- 13. & 14. Airport Lighting, building materials, and avigation easement.

Prater Whispering Fines - PC 14 16 DR 01

10/28/2014 49





Testimony • Referral Comments: • Public Works – Multiple related to utilities • Siuslaw Valley Fire & Rescue—water flow & sprinkler requirements • Public Testimony: • Patricia Reno—Violations with ORS 100 Condominiums

Staff Recommendation

 Staff finds that the application meets the applicable criteria and can be approved with Conditions.

&

Amend Conditions as follows:

- 8. Private Use of public right-or-way permits are required for the stormwater infiltration chambers presently located within public property
- 11....horizontal plane
- 13. The use shall not

● Profer Whispering Fine: – PC 14 16 DR 01

10/28/2014 #13

Alternatives

- 1. Approve the proposed conditional use;
- 2. Deny the application;
- 3. Modify the findings, reasons, or conditions and approve the proposal, or
- 4. Continue the Public Hearing to a date certain if more information is needed.

*Frales White oring Pines - PC 14 16 DR 01

10,/26/2014 #14

Questions?

* Profes Whipering Pines - PC 14 16 DR 01

0/28/2014 #1

COMMENTS BEFORE THE PLANNING COMMISSION BY PATRICIA P. RENO OCTOBER 28, 2014

Commissioners, staff and guests.

My name is Patricia Reno. My husband, David, and I own Unit B7 at 1150 Hemlock St, in Florence which is part of the Whispering Pines Condominium Development on the agenda tonight.

Before I begin my remarks, I would respectfully like to make sure the record shows what a reserve study is and why it is required.

- According to the Oregon Condominium Act, Chapter 100.175, the reserve study is intended to identify all items for which reserves are or will be established; including the estimated remaining useful life of each item as of the date of the reserve study; and including for each item an estimated cost of maintenance and repair and replacement at the end of the items useful life.
- After the study is done, a reserve account is established to fund major
 maintenance, repair or replacement of those common elements all or part of which
 will normally require major maintenance, repair or replacement in more than one
 and less than 30 years, for exterior painting if the common elements include
 exterior painted surfaces, and for such other items as may be required by the
 declaration or bylaws.
- This chapter also states that the reserve account must be funded by assessments against individual units from the time the first individual unit is conveyed (in this case, 2005).
- It also states that the board of directors of the association shall review this annually and make adjustments to payments to the account as necessary.

All of this is to make sure that there are sufficient funds collected over the years to
perform the major maintenance, repair or replacement without having to charge
additional "assessments" against owners of the units. If sufficient funds have not
been collected over the years to perform such functions, then special assessments
to make up the shortfall are charged the owners. These can be thousands of
dollars.

I have previously submitted written testimony to the Planning Commission concerning Mr. Prater's request, asking the Planning Commission to add additional conditions that must be met before Mr. Prater's request would be considered for approval. However, I have additional testimony and exhibits to present based upon additional research.

I have discovered that the time allotted for Mr. Prater to complete his project expired on June 27, 2012. According to the Supplemental Declaration Submitting Whispering Pines Condominium Stage 2 to Condominium Ownership, Instrument #2005-085227, recorded October 26, 2005, Article 10, Plan of Development, Section 10.2:

"Termination Date. No additional stage may be added more than seven (7) years
after the recording of the Stage 1 Declaration. Pursuant to ORS 100.105(3), the
date may be extended for a period not to exceed two years by an amendment to
the Declaration adopted under Article 19 of the Stage 1 Declaration."

The document in question, "The Declaration of Condominium Ownership for Whispering Pines Condominium", for Stage 1 was recorded on June 27, 2005, as Instrument #2005-046758. Seven (7) years from this date would be June 27, 2012 - two years ago.

To the best of my knowledge, Jerry Prater Construction never filed for the two-year extension that was allowed. The City of Florence has no record of such amendment. Even if he had applied for such extension, that time would have expired on 6/27/2014.

Jerry Prater Construction is still currently the owner of the common property for Stages 1 and 2 which should have been conveyed to the Whispering Pines Homeowners Association no later than June 27, 2012.

Also provided to you is a letter that was submitted yesterday, October 27, to Kelli Weese, City Recorder, requesting that the business license for Jerry Prater Construction be suspended and/or revoked for failure to comply with State law, which is a requirement for a business license in the City of Florence.

In view of the additional information provided, I am requesting that you deny the request by Jerry Prater Construction to continue with the Whispering Pines Condominium project as he has no legal authority to do so at this time.

Thank you very much for your consideration. I would be happy to answer any questions you might have.

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PATRICIA P. RENO 87944 Lake Point Dr Florence, OR 97439 541-991-0557

October 27, 2014

Ms. Kelli Weese, City Clerk City of Florence 250 Hwy 101 Florence, OR 97439

Re: Business License - Jerry Prater Construction

Dear Ms. Weese:

I am writing to respectfully request that you suspend and/or revoke the business license of Jerry Prater Construction, effective immediately, for failure to adhere to state law as explained below. I further respectfully request that the suspension be in effect until Jerry Prater Construction has complied with its legal responsibilities as set forth in Oregon Revised Statute Chapter 100 Condominiums.

City of Florence Code, Title 3, Chapter 1, Business Licenses, sets forth requirements for business licenses, as follows:

- 3-1-1. "... The business license required by this Chapter shall not be construed ...
 as a waiver of any other regulatory license requirements imposed by the City or by
 federal, state or local law. ..."
- 3-1-3-2. "General License Requirements: In addition to any other requirements of this Chapter, each licensee shall: A. Conform to all Federal, State and local laws and regulations, the provisions of this Code, and any rules adopted there under. ..."
- 3-1-7-2: "Denial, Revocation, or Suspension of License: A. ...2. The licensee is in violation, as determined by the applicable governing jurisdiction, of application Federal, State, or local requirements and such violations reasonably relates or has a nexus to the licensee's business activities. ..."
- 3-1-7-3: "Summary Suspension: A. Upon determining that a licensed activity or device presents an immediate danger to person or property, the City may suspend the license for the activity or device. ... C. The City may continue a suspension as long as the reason for the suspension exists or until a determination on appeal regarding the suspension is made under Section 3-1-7-4."

Ms. Kelli Weese, City Clerk Page 2 October 27, 2014

Jerry Prater Construction is in violation of State of Oregon 2013 ORS 100.175 and 2013 ORS 100.200 with respect to its Whispering Pines Condominiums project located at 1150 Hemlock Street in Florence, to wit, (1) failure to do a reserve study, review the study annually, set up a reserve account, and fund the reserve account; and (2) failure to turn over the homeowners association to the owners after the requisite time.

As evidence of the above, I have attached a letter and its enclosures dated October 15, 2014, from me to the Florence Planning Commission with respect to Resolution PC14 16 DR 01, Jerry Prater Construction.

In addition, on October 23, 2014, I contacted Michael Hanifin, Land Development Assistant, Oregon Real Estate Agency, Salem, and requested that he check the State files again to ascertain whether or not Jerry Prater Construction had filed a reserve study since I checked with him last November 26, 2013 (see email included in Planning Commission package). Mr. Hanifin confirmed that such a document has still not been filed.

I believe that an immediate suspension of the business license for Jerry Prater Construction is required to prevent "immediate danger to person or property", to wit, Jerry Prater Construction intends to begin construction on Phase 2 and Phase 3 of the Whispering Pines Condominium development mentioned above. Approval of this resolution is coming before the Planning Commission on Tuesday, October 28, 2014. If the business license is not revoked, he will begin construction while being in violation of the laws cited above and will have no incentive to comply with the law.

Please let me know if there is any other information you need to evaluate my request. Thank you very much for your consideration.

Sincerely yours,

Patricia P. Reno

Enclosures

25: Professional Office/Institutional Zoning District		17: Old Town District	15: Commercial District	14: Neighborhood Commercial	29: Coast Village	13: Multi-Family Residential District	12: Mobile/Manufactured Home Dist	11: Single Family Residential District	10: Restricted Residential District	The second secon	Chanter		
5. Light fixtures shall be placed to allow adequate illumination for safe pedestrian movement. Lighting plans shall show the illumination fields for each fixture. 6. Wiring for historic light fixtures shall be placed underground. 7. Other overhead wiring shall be placed underground, where possible. Facades shall be lit from the exterior and lights shall be concealed through shielding, or recessed behind architectural features. Low pressure sodium, fluorescent of mercury vapor lighting either attached to buildings or used to light the exterior of buildings or parking shall be prohibited. Mounting brackets and associated hardware must be inconspicuous.	conform to the following lighting standards: 1. Where there are antique street lights within the public right of way, new light fixtures shall match the antique streetlights. (See Figure 17.2) 2. In the areas where the antique street lights are not currently located, the light fixtures within the public right of way shall use the Central Lincoln Public Utility District's Ornamental streetlights. (See Figure 17.2) 3. Light fixtures shall conform to the lighting styles in the Downtown Architectural Guidelines. 4. Lighting shall be nedestrian scaled.	May establish conditions to regulate and limit the following: light intensity	None	None	None	None	None	None	ZONES/PLACES	Existing Lighting Language	OT all I	Lighting Code Amendments	Horence City Code
Up-shielding not addressed Lights not defined	-Update the Downtown Architectural GuidelinesPUDs Ornamental streetlights may need to changeAdequate is subjective	Intensity not defined. Shielding, trespass, direction not addressed.	Unregulated "	z z	"	"	" " " " " " " " " " " " " " " " " " "	Unregulated		Issues			

32: Drinking Water Overlay None	22: Open Space District None	19: Estuary & Shorelands None	7: Special Development Standards None		c. Parking lots shall be adequately lighted for safe	into the overall site design.	b. Lighting on the Highway 101, Oak or Spruce fro	Oak or Spruce Streets.	within lot lines. Lighting shall not impact safe traf,		required by another agency such as the Federal Ac	-Lighting shall be down-shielded and confined to s	adjacent residential uses.	-However, such lighting shall not negatively impai		t		away from airport approach surfaces. No use shall	Lighting for these uses shall incorporate shielding	airport approach surfaces except where necessary	shall project lighting directly onto an existing runv	21: Public Use Airport Zone Outdoor Lighting. No new or expanded industrial,	20: Limited Industrial District None	18: Marine District None	30: North Commercial District None			fixture.	and vehicular movement. Lighting plans shall show	3. Light fixtures shall be placed to allow adequate and vehicular movement. Lighting plans shall show fixture.	2. Lighting shall be pedestrian scaled. 3. Light fixtures shall be placed to allow adequate and vehicular movement. Lighting plans shall show fixture.	1. Light fixtures shall conform to the lighting style 2. Lighting shall be pedestrian scaled. 3. Light fixtures shall be placed to allow adequate and vehicular movement. Lighting plans shall shol fixture.	Street lighting and lighting of interior parking lots the following lighting standards: 1. Light fixtures shall conform to the lighting style 2. Lighting shall be pedestrian scaled. 3. Light fixtures shall be placed to allow adequate and vehicular movement. Lighting plans shall show fixture.
	n n	n n	No standards for wildlife	in a and b above are met.				-down shielded not	movement on Highway 101, lines is impossible	rielded and to contain glare -contain glare within lot	onautics Administration. Industry term			adjacent lots, particularly -Negatively impact is	or safety and security of the site. -As necessary subjective	Unregulated	hting and other lighting.						n n	n.	Unregulated	Other overhead wiring shall be	-Adequate is subjective			c+sootlink+ man h		n the Architectural Guidelines -PUDs Ornamental	
street lighting and lighting of interior parking lots and walkways shall conform to the following lighting standards: 1. Light fixtures shall be pedestrian scaled. 2. Lighting shall be pedestrian scaled. 3. Light fixtures shall be placed to allow adequate illumination for safe pedestrian and vehicular movement. Lighting plans shall show illumination fields for each fixture. 4. Williang for historic fixtures shall be underground. Other overhead wiring shall be placed underground, where possible. None tt Outdoor Lighting, No new or expanded industrial, commercial or recreational use shall project lighting directly onto an existing runway or taxiway or into existing airport approach surfaces except where necessary for safe and convenient air travel. Lighting for these uses shall incorporate shielding interior designs to reflect light away from airport approach surfaces. No use shall imitate airport lighting or impede the ability of pilots to distinguish between airport lighting and other lighting or impedent well-by adjacent residental uses. - Lighting shall be down-shielded and confined to site boundaries unless otherwise required by another agency such as the Federal Aeronautics Administration. a Lighting shall be carefully designed to be down shielded and to contain glare within lot lines. Lighting shall not impact safe traffic movement on Highway 101, Oak or Spruce Streets. b. Lighting on the Highway 101, Oak or Spruce frontage shall be carefully integrated into the overall site design. c. Parking lots shall be adequately lighted for safety. d. Security lighting is allowed as long as the criteria in a and b above are met. None None	Street lighting and lighting of interior parking lots and walkways shall conform to the following lighting standards: 1. Light fixtures shall be pedestrian scaled. 3. Light fixtures shall be pedestrian scaled. 3. 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	PROCEDURES	
+. Conditional Uses	Hazards and Nuisances: Noise and lighting shall be controlled so as not to exceed the normal ground level of adjacent uses. Lighting shall be reflected away from adjoining properties and shall not cause a traffic hazard by blinding, distracting or	Conflicts with Parking code illumination standards. Too permissive conditional use
5: Zoning Variances	None	should meet standards.
	None	Permits deviation from
		(lighting) landscaping (if
b: Design Review	May set conditions or standards which regulate and limit the following: light intensity, Exterior lighting and security.	Intensity not defined. Does
26: Mural Regulations	Internal Illimination of	trespass, direction, timing
	shall be consistent with the illumination standards of Section 4-7-25 of this Code	Consistency w/ FCC 4-7
	DESIGN STANDARDS	
1: Zoning Administration	None	
2: General Zoning Provisions	None	No definitions
		consider proposed Temporary lighting
3: Off-Street Parking and Loading	Lighting: (Lighting should provide a safe level of illumination and he decimed a next	exemption
	to become a nuisance to residential area or cause glare to drivers.) Except for single family and duplex dwellings, applicants shall submit a lighting plan which shows the location, type and projected amount of light at night. The plan shall also address the following policies for design review. The following policies also apply to the replacement of lighting fixtures within parking lots. 1. Illumination: Parking areas shall have lighting to provide at least two (2) footcandles of illumination at any point in the entire lot with a maximum of five (5) footcandles over parking spaces and walkways. The Design Review Board may decrease the minimum if the applicant can provide documentation that the overall parking lot case-by-case basis, with no greater than 7 foot-candles measured directly under the light fixture. 2. Glare: Light fixtures shall be directed downward. Direct glare and reflection shall be fully shielded to prevent lighting spillover into any adjacent residential district or	-Need definitions: Fully shielded Lighting fixtures -Only addresses residential spillover -Check illumination levels
DC 10 20 11		

	installed in accordance with City of Florence Standards and Specifications. Where a private street intersects a public street, a street light shall be installed	
	slightly depending on placement of Central Lincoln PLID poles. Streetlights shall be	
20	locations and authorize specific exceptions to the above priorities when necessary in	
	Planning Commission during site design review may add street lights at other	
	City and shall be provided in accordance with Resolution 16, Series 1999. The	
(Street Light Standards. Street lights shall be provided in all developments within the	
require new lighting types	candles.	
should be updated to	subdivision shall be lighted. Pathway illumination shall provide at least two (2)-foot	
Street light standards	If the streets within the subdivision or neighborhood are lighted, all pathways in the	36: Public Facilities
No standards	Provide lighting at the transit facility.	35: Access and Circulation
Up-lighting not addressed	None	34: Landscaping
	-Additional setbacks may be required if there are lighting or noise impacts	
wattage is subjective	wattage necessary for the proposed use.	
field term, minimum	provide security to the site. Lighting shall be down-shielded and of the minimum	
"Down-shielded" is not a	-No lighting shall be permitted except as required by the FAA, or necessary to	33: Telecommunications Facilities
address.		
zone & development codes		
No issues since underlying	None	23: Planned Unit Development
only addresses street lights		Regulations
Adequate is subjective &	Adequate street lighting shall be provided within the park (mobile home park)	12: Mobile/Manufactured Home
No issues	None	9: Moving Buildings or Structures
applicable?	None	
Would this chapter be		8: Nonconforming Lots and Uses
	3. Height: Lighting Standards in parking lots in or adjacent to residential zones or residential uses shall not exceed twenty feet in height as measured from the adjacent grade to the top of the light fixture. Heights in other zoning districts shall not exceed 25 feet unless the Design Review Board adopts findings that the higher light fixtures are necessary to achieve proper illumination levels. 4. Times: Main lights shall be extinguished at closing of business with a minimum lighting remaining for security after hours. 5. Review Period. A thirty-day review period beginning with the first day in business using the new lighting system shall be required to evaluate and adjust illumination levels of parking lots in and adjacent to residential districts or other sensitive land uses. The City may ask for lighting to be adjusted in this time period based on public comments or staff inspections.	

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