



# City of Florence

250 Hwy 101, Florence, OR 97439

[www.ci.florence.or.us](http://www.ci.florence.or.us)

August 18, 2025

Reinard Pollmann  
1845 HWY 126  
Florence, OR 97439

RE: Florence Business Center, 1525 12<sup>th</sup> Street, Florence, OR; Map and Taxlot 18-12-27-10-00600

Mr. Pollmann:

You are the person in charge of the Florence Business Center building referenced above ("Building"). The building was identified as a "Dangerous Building" under Florence City Code Title 4 Chapter 5. The city served you via the Florence Police Department and sent via certified mail an "order to correct" dated July 17, 2025. On August 12<sup>th</sup> the city received a letter from you asking for a 120-day extension and citing actions you had commenced to address the fire system and affect a change of occupancy to permit residential use. The City wishes to take both the opportunity to follow-up on your fire suppression and alarm system repair work and assess other factors related to building occupancy. The City of Florence Building Department and Western Lane Fire and EMS met to discuss the information you provided in your August 12th letter.

This letter serves as a revised official notice and an order to correct. Priority-based milestones with associated timelines have been established, are listed below and require action under FCC 4-5-4-B-3-a. Failure to follow the below listed instructions herein subjects you to penalties under FCC Chapter 4-5 and under the Oregon Structural Specialty Code as set out in Section 109.4 and ORS 455.895. Additionally, if the below listed required remedies are not complied with within the timeframes listed the Building will be required to be vacated by the dates listed and in accordance with FCC 4-5-4-B-3-b and FCC 4-5-4-B-4 as applicable and listed below.

## REQUIRED REMEDY

- 1) You are required to remedy the fire code violations of immediate concern. Within nine (9) days of this notice (Wednesday August 27<sup>th</sup>), you are required to accomplish the below listed actions, repairs, and inspections related to the fire system. If the following actions are not completed by the deadline the Building Official will issue an order to vacate in accordance with FCC 4-5-4-B-3-b:
  - a) Contractor's fire report submitted to Western Lane Fire and EMS Authority that responds to the correction order, dated 9/18/2024

**Public Works**  
989 Spruce St.  
(541) 997-4106

**City Manager/  
City Recorder**  
(541) 997-3437

**Community Development:  
Planning & Building**  
(541) 997-8237

**Finance/  
Utility Billing**  
(541) 997-3436

**Justice Center**  
900 Greenwood St.  
(541) 997-3515

**Florence Events Center**  
715 Quince St.  
(541) 997-1994



- i. If the fire alarm is not functioning by the end of the 9 days, a Fire Watch shall be created and established as per state fire code and is subject to random inspections by Western Lane Fire and EMS Authority
  - b) A current floor plan is submitted to the Western Lane Fire and EMS Authority showing all current uses in each room of the building
  - c) An inspection scheduled and completed for all items listed in the Western Lane Fire and EMS Authority report dated 9/18/2024
- 2) You are required to remedy the building code violations related to changing the Building's use to permit residential occupancy. If the following actions are not completed within forty-five (45) days from the date of this letter (Thursday October 2nd), the Building must be vacated of all businesses and occupants, as per FCC 4-5-4-B-4, by October 2, 2025:
  - a) Submit an application to the City of Florence Building Department for a Change of Use in accordance with the 2022 Oregon Structural Specialty Code.
  - b) Pay the Building Dept. review fees for the associated change of use review.
- 3) You are required to remedy the building code violations related to changing the use to permit residential occupancy. If the following actions are not completed by November 3<sup>rd</sup>, 2025 the Building must be vacated of all businesses and occupants as per FCC 4-5-4-B-4, by November 3<sup>rd</sup>:
  - a) Apply for associated building permits as needed from the change of use order.
  - b) Pay all required building permit(s) fees in full which results in the issuance of permits.
- 4) You are required to remedy the building and fire code violations via the below listed actions and in the order listed. If the following actions are not completed by November 27<sup>th</sup> 2025 the Building must be vacated of all businesses and occupants, as per FCC 4-5-4-B-4, by November 27, 2025:
  - a) #1 Fire Sprinklers have been inspected and passed final inspection
  - b) #2 Fire Alarm inspected and passed final inspection
  - c) #3 Heating in the building repaired or installed and passed final inspection

Assuming work is made through item number 4 above, a supplemental order will be issued by the Building Official by November 28<sup>th</sup> 2025 that considers the change of use, permits applied for, and the repairs and alterations. That letter will identify the subsequent remedy actions needed to comply with the orders to correct.

The July 17<sup>th</sup> letter included statements and information to include the unsafe conditions present, applicable city and state codes and actions to remedy. That letter shall be used in conjunction with this supplemental August 18<sup>th</sup> notice to correct because the conditions, violations and applicable city and state codes are not explicitly restated in this letter. The City's July 17<sup>th</sup> order is considered an attachment/exhibit to this August 18<sup>th</sup> supplemental order and can be found on the City of Florence website, <https://www.ci.florence.or.us/building/building-enforcement>

#### **APPEAL**

Pursuant to FCC 4-5-5, you have a right to appeal this "notice and order" to the Florence City Council. Any person having any record title or legal interest in the Building may appeal from the

notice and order to the Council, provided the appeal is made in writing as provided in FCC Chapter 4-5 and filed with the Building Official within 30 (thirty) days from the date of this notice and order.

**NOTICE**

This letter is being served on you via certified mail and also directly via the Florence Police Department. This notice is also being posted on the building.

Thank you for your cooperation in this matter.

Yours in Building Safety,

A handwritten signature in black ink, appearing to read "Dave Mortier".

Dave Mortier,  
Building Official, CBO

A handwritten signature in blue ink, appearing to read "ER Reynolds".

Erin Reynolds,  
City Manager