

CITY OF FLORENCE Planning Commission

Recommendation to the City Council to Approve the 2019-2020 Planning Commission Work Plan & 2018 Activities Report

1. The Florence City Council adopted the City of Florence Committee & Commission Policy Manual (Manual) on November 5, 2018 via Resolution No. 21, Series 2018.
2. Chapter 7 of the Manual sets the Committee's role in goal setting and work plan creation, including requirements that all permanent standing commissions and committees, except for the Budget Committee, are charged with developing:
 - a. An annual work plan for their committee for the upcoming year, and
 - b. A report on the activities of the committee over the prior service year
3. In addition, Chapter 7 of the Manual indicates the following:
 - a. Committee / Commission work plans must be consistent, relevant, and supportive to the Council's goals.
 - b. Committee / Commission work plans shall be presented to the City Manager and City Council for approval at a Council meeting in the Spring of each year. This action will generally occur on a Council meeting consent agenda.
4. On April 1, 2019, the Florence City Council adopted Resolution No. 6, Series 2019, a resolution reaffirming the City of Florence's Council Goals and adopting the July 1, 2019 – June 30, 2021 City of Florence work plan.
5. The Planning Commission has reviewed the adopted City Council goals and work plan and have prepared a prior year's activities report and an annual work plan, which it believes is consistent, relevant and supportive of the Council's adopted goals / work plan.

THE PLANNING COMMISSION RECOMMENDS THE CITY COUNCIL APPROVE THE FOLLOWING:

1. The 2019-2020 Planning Commission Work Plan, Exhibit A.
2. The 2018 Planning Commission Activities Report, Exhibit B.

COMMITTEE APPROVAL:

This Recommendation is passed by Planning Commission vote on the 25th day of June, 2019

 6/25/19
John Murphey, Chairperson
Florence Planning Commission



City of Florence
A City in Motion

City of Florence
 Planning Commission
 Committee Work Plan
 July 2019 – June 2021

Planning Commission Overview:

The Planning Commission is the City of Florence’s planning body and Citizen Involvement Advisory Committee (per ORS 197.160) with the authority to take actions considering specific land development proposals and propose policy and legislation to the City Council. The Planning Commission conducts hearings, reviews applications, recommends amendments, and performs other duties related to community planning and development at the request of the City Council.

The objective of this document is to create priorities for the 2019 and 2021 biennial cycle. These work plan priorities generally relate to long-term planning efforts to be considered, which include, but are not limited to the following:

- Housing Code Update
- FEMA Floodplain Map & Code Updates
- Transportation Systems Plan Update
- Various Code and Comprehensive Plan Updates

Planning Commission Members:		
John Murphey; Chairperson	Sandi Young; Vice-Chairperson	Ron Miller
Brian Jagoe	Eric Hauptman	Andrew Miller
Phil Tarvin		
City Staff and Ex-Officio Members:		
Wendy FarleyCampbell, Planning Director; Ex Officio Member- City Staff	Glen Southerland, AICP, Associate Planner; Ex-Officio Member- City Staff	
Dylan Huber-Heidorn, Planning Technician; City Support Staff	Vevie McPherren, Planning Administrative Assistant; City Support Staff	

Committee Priorities:

Housing Code Update:

The City Council has made housing their top priority for the 2019 – 2020 biennial. The Planning Commission is committed to implementing the City Council's goals by working with City staff to adopt new residential housing codes that are more progressive and allow for a wider range of housing stock in the Florence area as well as other initiatives as they arise.

The next steps regarding housing for the Planning Commission are...

- Hold joint work session(s) with the City Council regarding housing code updates.
- Begin the adoption process and hold public hearings on the proposed updates.
- Take public feedback and implement suggestions where appropriate.
- Work with City Staff to assist with the implementation process as needed.
- Communicate and promote housing code changes to the community.

FEMA Floodplain Map & Code Updates:

FEMA and the Oregon Department of Geology and Mineral Industries (DOGAMI) began Floodplain Insurance Rate Map (FIRM) updates for coastal Lane County in 2018. These maps had not been previously updated since 1999. The Planning Commission will have the responsibility of reviewing and adopting Code and Comprehensive Plan updates to ensure that Florence maintains compliance with the National Flood Insurance Program and protects our residents and visitors.

The Planning Commission's next steps regarding floodplain amendments are...

- Update Titles 4 and 10 of Florence City Code.
- Update the Florence Comprehensive Plan in support of FIRM updates.
- Champion and communicate city efforts regarding flood protection efforts.

Transportation Systems Plan Update:

The City Council has identified the need to update and correct the City's Transportation System Plan in order to provide the most accurate information for development and identify projects to be included in the TSP. This process will involve...

- Working with staff to prepare and review updates to the TSP.
- Working with the Transportation Committee to audit the existing TSP and correct errors.
- Preparing updates to Florence City Code, Capital Improvement Plan, and Comprehensive Plan.
- Determining appropriate public outreach methods on the amendments.
- Hosting joint public hearings with the City Council.

Miscellaneous:

Other opportunities exist, not only for additional code and comprehensive plan housekeeping updates, but for general process changes by the Planning Commission. Those include...

- Researching and revising parking lot lighting standards and revising lighting code to reflect those standards.
- Complete mural code revisions after completing a joint work session with the City Council.
- Perform general housekeeping updates to Titles 10 and 11 not covered by other code update processes.
- Update the Florence Realization 2020 Comprehensive Plan in order to meet state requirements and community needs.
- Convert Planning Commission meeting materials to digital delivery systems.

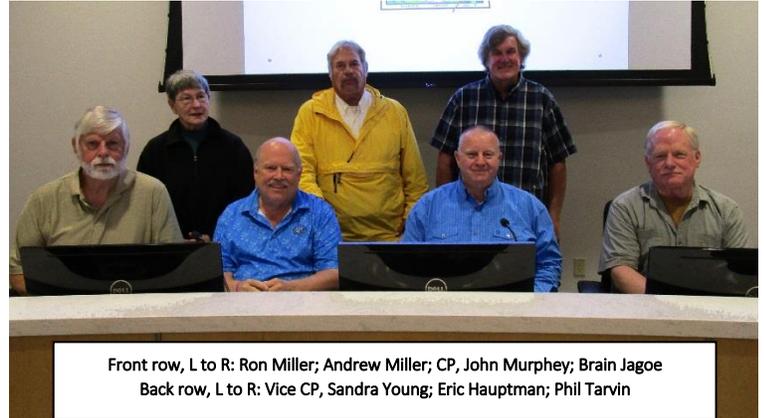


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City of Florence
Planning Commission
Previous Year Activities
January 2018- July 2019

To fulfill the requirement of the Committees and Commissions Handbook, adopted on November 5, 2018 through Resolution No. 21, Series 2018, this report briefly describes the activities of the Commission over the prior service year, from January 2018 to July 2019.

Committee Growth: January 2018 held the meeting that we said thank you and goodbye to two of our long-term Commissioners. During the 2018 recruitment process we gained two members, to maintain seven. In the 2019 recruitment process one Commissioner took the opportunity to fulfill interconnected duties with the EMAC Committee and the Planning Commission received a replacement Member.



Work Sessions & Public Hearings: 2018 was a very busy year for the Planning Commissioners as they began in February by receiving the **Housing Economic Opportunities Project (HEOP)** results along with **ADU Code Changes** at a regular session. This was followed by a joint work session with City Council to discuss the **HEOP, Florence 2020 Comprehensive Plan Updates, and Housing Florence City Code Amendments** that included potential code changes from Senate Bill 1051 and Florence Development Code Updates.



From this work session a determination was made to allow for places of worship in commercial and industrial zones to provide dwelling units, allow for all parcels within previously-existing primary single-family residences to construct accessory dwelling units, and not allow accessory dwelling units to be used for short term rentals. A second joint work session was held in March with a continued discussion regarding **HEOP Next Steps** with a focus on review of potential code changes to **FCC Chapter 10, 11, 12, 13, and 29** related to residential zoning districts along with a review of the potential comprehensive plan updates to **Chapter 2,**

9, and 10. From this work session a determination was made to include provisions to require one off street parking space for an accessory dwelling unit should on street parking not be available. In April the Planning Commissioners reviewed proposed changes for **ADU 10-2, General Zoning Provisions; ADU 10-3, Off-Street Parking and Loading; and ADU 10-10, Accessory Dwelling Units.** No action was taken at this regular work session. However, in May they met in another regular session to consider those proposed changes along with **Chapter 4, Conditional Uses.** These proposed regulations related to siting, design, and construction criteria for ADU's and Place of Worship provided by affordable housing. The Commissioners approved the resolution for recommendation to City Council with a 5-1 vote. June brought the consideration of the proposed changes to the **Florence Realization 2020 Comprehensive Plan, Chapter 9 and Chapter 10** in the **Housing Comp Plan Amendments** resolution along with Chapter 7, 11, 12, and 12 in the **Beat the Wave Comp Plan Amendments** in a regular session. Both resolutions passed with a 7-0 Commission vote. Another regular work session in August presented the Commissioners with a review **Buildable Lands Inventory (BLI) and Tsunami Code Changes** as it related to the Tsunami Hazard Overlay and Development code and discussion of these topics were continued at a regular session in September. In October a proposal for recommendation from Planning Commission to City Council for final adoption of **Tsunami Hazard Overlay Zone Code Amendments** was approved with a 4-0 vote and later that month the Commissioners approved the **Buildable Lands Inventory Comp Plan Amendments** with a 4-0 vote. To wrap up 2018 the Planning Commissioners discussed and recommended projects for Council consideration of the **2019-2020 City Work Plan** at the December regular session.



Type I / Over the Counter & Type II / Administrative Staff Review: 2018 saw a total of 64 over the counter and 17 Administrative Staff Review applications in the Community Development department. Many of these applications would have gone to Planning Commission for review and approval in the past. However, with the new, streamline process in place these applications were handled in-house. This successful process has allowed the Commissioners the opportunity to focus on needed long range planning projects and changes in the community that required more complicated process. Approval of Design Reviews,

Modifications, and the 6 ADU's in the City are great examples of how this process helped eliminate some of the responsibility that would have otherwise fallen on the Planning Commissioners.



Type III Applications for Planning Commission Review and Approval:

There were 50 Type III applications submitted in 2018 and 42 of them went on to Planning Commission for approval. In addition to the consideration of Code Text Amendments and Comp Plan Amendments the Commissioners were dedicated to ensuring that acceptable review time has been given to a number of arduous applications. Some of these applications included a large, Mixed-Use Planned Unit Development, a Tentative Subdivision, and Subdivision Modifications. In 2019 they have continued to complete the reviews of 2018 that also included 10 Design Reviews, 2 Zone Changes, 2 Minor Partitions, 2 Extensions, 2 Variances, 9 Conditional Use Permits, and 5 Annexations have come before them also for consideration and approval and/or recommendation to City Council.



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In Progress: The Planning Commissioners have maintained a level of engagement in 2019 that proves their commitment to sworn and unbiased decision-making practices. Through an **Orientation/Policies Training** conducted in March of this year they became even more sharpened and equipped to fulfill their responsibilities. In March one of our Commissioners also attended a **Planning in Oregon** training to learn more about building successful communities. In addition, the Vice Chairperson has made time to be an active member of the **Housing Code Subcommittee**. The Commissioners have reviewed and approved two Conditional Use Permits, three Planned Unit Developments, two Tentative Subdivisions,

five Design Reviews, and recommended a property Vacation, an Annexation/Zone Assignment, and two Zone Changes to City Council for approval. The Commissioners reviewed a **DLCD Technical Assistance Grant Presentation / Housing Code Update** and engaged in the **2019-2020 Florence Workplan / next steps** discussion at a regular session in April and many of them attended and supported the **Housing Code Update Project Open House** in May. Recently, the Planning Commission is preparing for a City Council/Planning Commission Work Session to be held in July.



PC Members: Eric Hauptman; Andrew Miller; VC, Sandra Young; CP, John Murphy; Brian Jagoe; Phil Tarvin; Ron Miller