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**AGENDA ITEM SUMMARY**  
**FLORENCE CITY COUNCIL**

**ITEM NO:**  
Meeting Date: Sept. 25, 2023  
Department: Comm. Dev. Dept.

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**ITEM TITLE:** Transportation System Plan Update -- Adopting Legislative Amendments to the Florence Realization Comprehensive Plan and Florence City Code Title 10

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**DISCUSSION/ISSUE:**

**Proposal:** The proposal includes adopting the draft Transportation System Plan document, making Legislative Amendments to the Florence Realization 2020 Comprehensive Plan, and amending Florence City Code Title 10 Chapters 1, 2, 3, 35, and 36 to incorporate state legislation related to transportation systems, parking, and perform general housekeeping items.

**Background:** Upon receiving a grant to partially fund work in 2022 the City of Florence entered into an agreement with the Oregon Department of Transportation (ODOT) to update the Florence Transportation System Plan (TSP) with Kittleson & Associates selected as consultants. The agreement was initially expected to end before June 30, 2023, but an extension was granted April 2023 through September 30, 2023 after it was determined additional time was required to complete this project than initially anticipated. ODOT requested one more extension to see this project through adoption which, with a contract end date of November 30, 2023.

For the course of this project a TSP Stakeholder Transportation Advisory Committee (STAC) was formed and held 4 meetings where they reviewed the 6 technical memos prepared by Kittleson & Associates, heard overviews of the tech memos, and held discussions. The first 3 TSP STAC meetings were followed by a public open house where community members were invited to ask questions, learn more about this project, and provide comments. Following the final TSP STAC meeting on June 29, 2023 the City Council and Planning Commission met in a joint work session on July 11, 2023 to review the draft TSP document and TSP STAC recommendations. Newsletter and Open House flyers were available in both English and Spanish with Spanish Interpreters available at each of the three open houses in an effort to ensure inclusivity throughout this project.

**Process:** Land use code updates consist of a three-step review and approval process—Initiation, 1<sup>st</sup>-Evidentiary Hearing, and 2<sup>nd</sup>-Final Hearing. The Florence Planning Commission initiated these legislative changes on August 8, 2023 via Resolution PC 23 15 TA 03. Notice was then filed on August 8, 2023 with the Department of Land Conservation and Development 35 days prior to the first scheduled evidentiary public hearing held on September 12, 2023. Planning Commission held their hearing to consider the proposal and deliberated to a recommendation under Resolution PC 23 17 TA 04 & PC 23 18 CPA 02. Now the Florence City Council will hold the final public hearing and make a decision about whether to adopt the amendments via Ordinance No. 7, Series 2023 following two readings of the ordinance. Any changes become effective 30 days after Council approval.

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**Packet Overview:** The Ordinance includes several exhibits which are briefly explained below.

Exhibit A Findings of Fact demonstrate that the TSP plan and resulting comprehensive plan and code edits comply with state and city laws and rules (criteria). The attachments to the implementing ordinances in Volume 2 of Exhibit C contain additional explanation and are adopted in support of these findings.

Exhibit B Comprehensive Plan Updates replace the current Chapter 12 goals with those from the proposed TSP. Also, the existing policies that are enumerated with either numbers or bullets have been changed to consecutive numbering only. Additionally, two narrative edits have been made to reference the correct Transportation Planning Rule statute and the year of the new TSP (which should be 2023 instead of the stated 2022).

Exhibit C Comprehensive Plan Update and TSP Adoption includes two volumes. Volume 1 includes the TSP Plan and project (prospectus) plans. Volume 2 consists of background information that include the six tech memos, implementing ordinances, public involvement and communication summary (replacing the current PIC Plan), and methodology paper. Volume 2 documents have been previously reviewed by the TSP STAC and during the two joint work sessions between Planning Commission and City Council. Exhibit C will replace the current 2012 TSP in the Comprehensive Plan Appendix 12.

Exhibit D Title 10 Code Updates were identified by the consultant through a code audit and found to be needed to meet state laws and to implement the TSP. These are also included in Volume 2 of Exhibit C as a recommendation of the TSP. Additionally, Exhibit D includes a staff proposed amendment to the parking and driveway criteria for covered parking and attached single unit dwellings. The changes address both the need for clear and objective criteria and create the opportunity for more housing choices by permitting single unit attached dwellings to have more than one covered parking space on wider lots.

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**FISCAL IMPACT:**

Amendment costs include staff time: preparing public notices, reviewing findings of fact, and meeting minutes; attending public hearings and answering inquiries from the public and direct costs: publishing public notices in the newspaper, and preparing findings of fact and meeting packets.

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**RELEVANCE TO ADOPTED CITY WORK PLAN:**

2021-2023 Work Plan: Infrastructure and Capital Improvements- Prepare updates to the Transportation Systems Plan

2023-2025 Work Plan: Infrastructure and Capital Improvements-Continue the update process for the City's Transportation Systems Plan

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**ALTERNATIVES:**

1. Adopt Ordinance No. 7, Series 2023, as presented.
  2. Adopt Ordinance No. 7, Series 2023, as amended by Council.
  3. Do not adopt Ordinance No. 7, Series 2023 and provide direction to staff.
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4. Continue the public hearing to a date certain or close the hearing and leave the written record open.
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**RECOMMENDATION:**

Staff recommends number 1 adopting Ordinance No. 7, Series 2023, as presented and recommended by PC or number 4 if Council wishes for more time to review the materials or to receive additional written comments from the public.

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**AIS PREPARED BY:** Wendy FarleyCampbell, Community Development Director

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**CITY MANAGER'S RECOMMENDATION:**  Approve  Disapprove  Other  
Comments:

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**ITEMS ATTACHED:**

**Attachment 1:** Adopting and Implementing Documents  
Ordinance No. 7, Series 2023:

- Exhibit A – Findings of Fact
- Exhibit B – Comprehensive Plan Chapter 12 modifications
- Exhibit C – Comprehensive Plan Appendix 12 modifications
  - Volume 1 TSP 2023, and Attachment 1 Prospectus Plans
  - Volume 2 Technical Background
- Exhibit D Florence City Code Title 10 modifications

**Attachment 2:** Public Involvement and Communication (PIC) Summary  
(add to Exhibit C Volume 2 above and remove the PIC Plan)

**Attachment 3:** Resolution PC 23 17 TA 04 & PC 23 18 CPA 02

**Items Available for Reference:**

- TSP Project Webpage:
    - <https://www.projectcomment.com/florencetsp>
  - Planning Commission recommendation documents
    - Resolution PC 23 17 TA 04 & PC 23 18 CPA 02  
<https://www.ci.florence.or.us/bc-pc/planning-commission-meeting-public-hearings>
  - City of Florence Transportation Systems Project Webpage
    - <https://www.ci.florence.or.us/planning/florence-transportation-system-plan-tsp-update-project>
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