



City of Florence  
A City in Motion

## City of Florence Council Regular Session

In Person & Videoconference  
250 Hwy 101  
Florence, OR 97439  
541-997-3437  
[www.ci.florence.or.us](http://www.ci.florence.or.us)

- Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting, and can be found of the City of Florence website at [www.ci.florence.or.us/council](http://www.ci.florence.or.us/council).
- Items distributed during the meeting, meeting minutes, and a link to the meeting video are posted to the City's website at [www.ci.florence.or.us/council](http://www.ci.florence.or.us/council) after the meeting.
- To be notified of City Council meetings via email, please visit the City's website at <http://www.ci.florence.or.us/newsletter/subscriptions>.

August 7, 2023

## AGENDA

5:30 p.m.

Councillors:

Rob Ward, Mayor  
Sally Wantz, Council President      Bill Meyer, Council Vice-President  
Jo Beaudreau, Councilor              Robert Carp, Councilor

With 48-hour prior notice, an interpreter and/or TTY: 541-997-3437, can be provided for the hearing impaired. Meeting is wheelchair accessible.

Proceedings will be shown live and for rebroadcast on Cable Channel 191 and online at [www.ci.florence.or.us/citymanager/public-meetings-live](http://www.ci.florence.or.us/citymanager/public-meetings-live) and will be available after the meeting on the City's Vimeo Site.

### The Florence City Council meeting will be held in person at Florence City Hall.

In addition, members of the public can listen and view the meeting through the 'GoToWebinar' platform at the following link: <https://attendee.gotowebinar.com/register/6636915401458688092>

Meetings are also shown live on Cable Channel 191 and online at <https://www.ci.florence.or.us/citymanager/public-meetings-live>.

Citizens wishing to express their views may submit comments in writing or verbally. For more information, please see the end of this agenda or visit the [City of Florence website](http://www.ci.florence.or.us).

### CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

### PRESENTATIONS & ANNOUNCEMENTS

- New Employee Recognition

Alex  
Ferguson  
HR Director

### 1. PUBLIC COMMENTS

This is an opportunity for members of the public to bring to the Council's attention any item not otherwise listed on the agenda. *Please see the end of this agenda for methods to provide comments on items that are not on the agenda.*

### PUBLIC HEARING ITEMS

*Please see the end of this agenda for methods to provide comments on public hearing items.*

### 2. COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FINAL PUBLIC HEARING

Hold the second and final Public Hearing in order to make the final draw and close out the grant and review the results of the Owner-occupied Housing Rehabilitation project funded with Community Development Block Grant funds from Business Oregon.

Erin  
Reynolds  
City Manager

### 3. RODS N RHODIES STREET CLOSURE

#### A. PUBLIC HEARING

Hear and consider written and oral testimony regarding the proposed closure of Bay Street from the Siuslaw River Bridge to the intersection of 1<sup>st</sup> Street and Nopal St., Laurel St. from Old Town Way to Bay St., and Maple St. from 1<sup>st</sup> Street to Bay St.

Lezlea Purcell  
Finance  
Manager

#### B. STREET CLOSURE REQUEST

Consider approval of the street closure application for the closure of Bay Street on Saturday, September 9, 2023 from 5:00a.m. to 7:00p.m. for the Rods N Rhodies event as applied for by the Gary Cargill.

**CONSENT AGENDA**

**4. RHODODENDRON DRIVE PROJECT CONTRACT AMENDMENT**

Consider accepting a contract amendment from RH2 Engineering, Inc of \$203,863 for engineering, survey, geotechnical and right-of-way acquisition services for the Rhododendron Drive Realignment Project.

Mike Miller  
Public Works  
Director

**5. APPROVAL OF MINUTES**

Consider approval of the June 5, 2023 City Council Regular Session, June 19, 2023 City Council Regular Session, July 6, 2023 City Council Special Session, June 11, 2023 City Council and Planning Commission Joint Work Session, July 17, 2023 City Council Regular Session, and July 26, 2023 City Council Work Session meeting minutes.

Lindsey  
White  
City Recorder

**REPORT & DISCUSSION ITEMS**

**6. DEPARTMENT DIRECTOR UPDATES**

Management  
Team

**7. CITY MANAGER REPORT & DISCUSSION ITEM**

Erin  
Reynolds  
City Manager

**8. CITY COUNCIL REPORTS & DISCUSSION ITEMS**

City Council

<b>COUNCIL CALENDAR</b>		
<i>All meetings are held in person with a virtual option unless otherwise indicated</i>		
<b>Date</b>	<b>Time</b>	<b>Description</b>
August 10, 2023	8:30 a.m.	City Council Work Session
August 14, 2023	5:30 p.m.	Special Work Session to take public comment on the proposed Emergency Shelter at the FEC
August 21, 2023	5:30 p.m.	City Council Meeting <b>Canceled</b>
August 24, 2023	8:30 a.m.	City Council Work Session
September 11, 2023	5:30 p.m.	City Council Meeting

**UPDATED PUBLIC MEETINGS PROCEDURES**

The August 7, 2023 City Council meeting will be held in person, with the option to view / listen to the meeting virtually through the GotoWebinar platform.

**Expressing Views to the City Council:** Citizens wishing to express their views to the City Council may do so in both written and verbal formats.

1. Written Testimony: Citizens wishing to express their views to the City Council are encouraged to submit written testimony in one of the following ways:
  - a. Submit written comments via email to City Recorder at [cityrecorder@ci.florence.or.us](mailto:cityrecorder@ci.florence.or.us);
  - b. Mail written comments to Florence City Hall, Attn: City Council, 250 Hwy 101, Florence, OR 97439

- c. Drop off written comments at Florence City Hall (250 Hwy 101) during regular office hours (Monday through Friday 8 a.m. – Noon and 1:00 p.m. – 4 p.m.) or at the City of Florence drop box located at Florence City Hall to the right of the main entrance.

**\*\* Note:** Written comments received at least 2 hours prior to the meeting (August 7, 2023 at 3:30 p.m.) will be distributed to the City Council, posted to the City of Florence website, and made part of the record.

2. **Verbal Testimony:** Citizens wishing to express their views to the City Council may participate in the meeting at Florence City Hall or via GoToWebinar. To do so, please complete a speaker's card online at [www.ci.florence.or.us/council/request-address-city-council-speakers-card](https://www.ci.florence.or.us/council/request-address-city-council-speakers-card) at least 1 hour prior to the meeting (August 7, 2023 at 4:30 p.m.). City staff will then contact the speaker to let them know the process to participate in the meeting.
  - a. **Public Comments on items not on the agenda:** General public comments (on items not on the City Council agenda) will be allowed at each City Council meeting during the public comment agenda item. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all items. In practicality, this means no more than five individuals will be allowed to comment verbally. There is no limit on written public comments.
  - b. **Public Hearing Testimony:** Testimony on public hearing items will be allowed when a public hearing is held. Verbal comments will be allowed on public hearing items after staff has given their report and have allowed time for initial Council questions. In general (with some exceptions for Land Use hearings), comments are limited to five minutes per person with no limit on the number of speakers.
  - c. **Public Comments on Action Items:** Public Comments will be allowed on each action item on the City Council agenda. Verbal comments will be allowed on action items after staff has given their report and have allowed time for initial Council questions. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all comments on each action item. In practicality, this means no more than five (5) individuals will be allowed to comment verbally. There is no limit on written public comments.

**For more information on the City of Florence's Public Meeting Policies, visit the City of Florence website at <https://www.ci.florence.or.us/council/rules-procedure>.**

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

**ITEM NO:** 1  
Meeting Date: August 7, 2023  
Department: Mayor & Council

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**ITEM TITLE:** Public Comments – *Items Not on the Agenda*

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**DISCUSSION/ISSUE:**

This is an opportunity for members of the audience to bring to the Council's attention any item not otherwise listed on the Agenda. *Please see end of the agenda for methods to provide comments on items not on the City Council agenda.*

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

**ITEM NO:** 2  
**Meeting Date:** August 7, 2023  
**Department:** CMO

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**ITEM TITLE:** Community Development Block Grant #H21009 Final Public Hearing

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**DISCUSSION/ISSUE:**

**Purpose:**

The City of Florence is completing a project funded with Community Development Block Grant (CDBG) funds from the Oregon Business Development Department (Business Oregon) in Florence, Oregon. An official grant close-out step is to hold a public hearing that includes a staff report on the outcomes of the program funded by CDBG Project Number H21009 from 2021 to 2023. During the meeting on August 7, 2023, the City Council will hold a public hearing providing an opportunity for citizens to hear about the local government’s performance and to provide comments on the project. The public notice for this meeting was published in the July 28, 2023 and August 4, 2023, editions of the Siuslaw News.

**Introduction:**

The City of Florence, in partnership with St. Vincent de Paul (SVdP) of Lane County, was awarded a Community Development Block Grant (CDBG) in the amount of \$400,000 and the grant was accepted by the Florence City Council in August of 2021 to support SVdP’s Regional Housing Rehabilitation Loan Program of Lane County. The grant was utilized to support housing rehabilitation for persons with low and moderate incomes. The City of Florence contracts with SVdP to administer and manage its Housing Rehabilitation program in conjunction with other rural municipalities in Lane County.

**Background:**

The Regional Housing Rehabilitation Program is a home program that benefits people living in small cities and unincorporated areas of Lane County. The program serves homeowners with household incomes at or below 80% of the federal median income (see table to right).

In order to qualify for the program, applicants must occupy and own their home and land that is proposed



<b>Household Size:</b>	<b>Maximum Income:</b>
1	\$47,250
2	\$54,000
3	\$60,750
4	\$67,450
5	\$72,850
6	\$78,250
7	\$83,650
8	\$89,050

to be rehabilitated, the property must be within Lane County's small cities (i.e. not Eugene / Springfield), or in unincorporated areas, and the property must meet minimum standards and have a clear title.

The goals of the program are to:

- Alleviate health and safety problems and correct structural deficiencies rural Lane County,
- Conserve and improve existing low-income housing stock,
- Increase housing opportunities for low- and moderate-income households,
- Enable lower income residents in targeted areas to remain in their homes.

Generally, the program is used by individuals who are in critical need of home improvements in order to preserve not only the home, but to address health and safety issues as well. The most common repair completed is roofing and siding improvements. In turn, these repairs help improve the overall housing stock in the region and in doing so maintain or improve home values in the area.

#### **CDBG Grant Funded Program Results:**

Since the beginning of this grant, the Rehab Program has had great success in attracting people who are interested in the program. Thus far, the grant has served 13 households or 23 people. All of the grant funds have been committed or are expected to be committed by the end of the grant period which is September 30, 2023.

During the City Council's meeting on August 7<sup>th</sup> the second and final public hearing for the grant will be held as is required by CDBG. During the hearing, staff and the grant manager from SVdP will provide a report on the success of the grant.

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#### **FISCAL IMPACT:**

With acceptance of the grant, the City was the recipient of the \$400,000 grant for the housing rehabilitation program, which was then in turn as projects were completed, passed through to the grantee sub-recipient St. Vincent de Paul for eligible project costs including the management of the program. Staff time incurred in the preparation and application of the grant, the reporting, record keeping, and monitoring requirements of the grant, including this agenda item, and the cost of publication for the noticing of the public hearings.

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#### **RELEVANCE TO ADOPTED CITY WORK PLAN:**

This CDBG Application meets the following City Council goals:

- Goal 2: Livability and Quality of Life
  - Goal 3: Economic Development
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- Goal 5: Financial & Organizational Sustainability

Specifically, this grant application meets the following work plan objective:

**Housing Efforts & Initiatives – Development Regulations**

- Objective: Encourage rehabilitation of housing stock through incentives and code updates

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**RECOMMENDATION:** City Council to hold the public hearing and to allow time for staff or the program manager to respond to questions or concerns raised by the public. There is no other action required at this time.

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**AIS PREPARED BY:** Erin Reynolds, City Manager

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

Comments: *ERReynolds*

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**ITEM'S ATTACHED:** **Items Available for Reference:**

- City's Housing Rehabilitation Program webpage  
<https://www.ci.florence.or.us/economicdevelopment/housing-rehabilitation-program>
- December 14, 2021 City Council Meeting website
  - <https://www.ci.florence.or.us/council/city-council-meeting-196>
- August 2, 2021 City Council Meeting website
  - <https://www.ci.florence.or.us/council/city-council-meeting-205>
- St. Vincent de Paul Regional Housing and Rehabilitation Website
  - <https://www.svdp.us/what-we-do/affordable-housing/rural-housing-rehabilitation-program/#:~:text=The%20Regional%20Housing%20Rehabilitation%20Program,May%202020%20appear%20at%20right.>
  - **Success Story**  
<https://www.svdp.us/rhrp-rehabilitates-housing-and-improves/>

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**AGENDA ITEM SUMMARY****ITEM NO: 3****FLORENCE CITY COUNCIL**

Meeting Date: August 7, 2023

Department: Finance

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**ITEM TITLE:** Request for Temporary Street Closure –  
Rods N Rhodies Charity Car Show

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**DISCUSSION/ISSUE:**

The City of Florence received a request from Gary Cargill for a temporary street closure permit for the Rods N Rhodies Charity Car Show scheduled for Saturday, September 9th, 2023.

The event is a classic car show with approximately 135 hot rods and classic automobiles displayed. There will be raffles, live DJ music, vendors and service groups. The applicant is requesting permission to close Bay Street from the Siuslaw River Bridge to the intersection of 1<sup>st</sup> Street and Nopal St., Laurel St. from Old Town Way to Bay St., and Maple St. from 1<sup>st</sup> Street to Bay St.

<b>Schedule of Events</b>	
The street closure will be on Bay Street from the Siuslaw River Bridge to Nopal St./1 <sup>st</sup> Street intersection, Laurel St. from Old Town Way to Bay St., and Maple St. from 1 <sup>st</sup> Street to Bay St.	
<b>Street Closure Times:</b>	
Saturday, September 9	5:00 a.m. to 7:00 p.m.

The attached application, map, request recommendations, and other materials are included that stipulate the specifics of the temporary street closure. The mailing of the applicable notice as required by code was performed by the City's Finance Office for the public hearing / comment on this agenda item. Notices were mailed to business owners / managers, property owners and site addresses within 100 feet of

the proposed street closure on July 18th and a public hearing notice was published in the Siuslaw News on July 21st.

**Street Closure / Special Event Regulation**

The City of Florence regulates special events that will affect the ordinary use of city property, public streets, rights-of-way or sidewalks, and those that may require an increased presence of City personnel. This regulation gives the City an opportunity to assess traffic impacts, safety concerns, possible noise violations, fire / ambulance access, and to avoid undue hardship to adjacent businesses.

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In order to apply for a street closure, the applicant must submit responses to the criteria listed within the Florence City Code. Enclosed with the materials for this agenda item is a representation of the code provisions for street closures and how those provisions are addressed via findings. These responses are contained in Attachment 2. In order to approve the application, Staff recommends the following conditions of approval:

<b>Staff Recommendations for Permit Conditions for Approval:</b>	
1.	Applicant is required to post 'no parking' signage in the affected street closure areas for the time periods when the road is to be closed.
2.	Florence Police will not begin enforcement of the prohibited parking posting for all non-participants until Friday, September 8th, 2023.
3.	Applicant shall permit delivery vehicles access as required.
4.	Applicant shall ensure that no permanent business shall be blocked by the activities and shall make efforts to ensure that foot traffic continues to permanent businesses.
5.	The applicant shall have 5 traffic control points: <ol style="list-style-type: none"> <li>1. Intersection of Bay Street and Siuslaw Bridge.</li> <li>2. Intersection of Laurel Street and Old Town Way.</li> <li>3. Intersection of Maple Street and 1<sup>st</sup> Street.</li> <li>4. Alley way of Maple Street.</li> <li>5. Alley way of Nopal Street across from Port Parking Lot Entrance.</li> <li>6. Intersection of Nopal Street and 1st Street.</li> </ol>
6.	All traffic control points shall be staffed at all times by at least one person with communication capability with the applicant or their designee.
7.	There shall be one person "rover", either the applicant or their designee, to supervise the event at all times. This person shall have communication capability with all traffic control points.

**FISCAL IMPACT:**

Street closure applications affect the City fiscally by the staff time inherent in processing the applications including:

- Meeting(s) with the applicant,
- Mailing notices to surrounding interested parties,
- Reviewing the application and preparing it for Council decision, and
- Increased police presence during the event.

The applicant has paid the \$275 street closure fee.

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**RELEVANCE TO ADOPTED CITY WORK PLAN:**

Goal 1: Deliver efficient and cost-effective city services.

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- ALTERNATIVES:**
1. Approve the request to temporarily close a city street as identified in the application with the conditions specified.
  2. Do not approve the request to temporarily close a city street as identified in the application.
  3. Approve the request to temporarily close a city street as identified in the application, but modify, change, add, or delete any conditions of the permit or require fees.
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**RECOMMENDATION:**

Approve the request to temporarily close a city street as identified in the application with the conditions specified.

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**AIS PREPARED BY:** Lezlea Purcell, Finance Manager

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

Comments: *ER Reynolds*

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**ITEM'S ATTACHED:** Attachment 1 – Street application including map  
Attachment 2 – Applicant response to code criteria and staff findings of code compliance

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*City of Florence*

# Street Closure Application

City Hall ~ 250 Hwy 101, Florence, OR 97439  
(541) 997-3437 – www.ci.florence.or.us

*Application must be submitted at least 45 days prior to the event.  
Please see reverse for information about the street closure approval process.*

Name of Event:	Rods N Rhodies Charity Car Show	
Detailed description of Event: (Including purpose and statement of how the event will benefit the citizens of Florence)	Classic Car Show with approximately 135 Hot Rods and Classic Automobiles displayed. Raffles, Live DJ Music, Vendors & Service Groups. Bringing classic car culture to Florence Old Town, Volunteered charity event to benefit Rods N Rhodies Inc. 501 (c) (3) Nonprofit Organization.	
General Location of Street Closure:	Bay Street from the bridge to Nopal St. Port parking lot. Laurel St. and Maple St. Refer to attached Street Closure Diagram.	
Date(s) of Street Closure:	From: Sept. 9, 2023	To: Sept. 9, 2023
Hour(s) of Street Closure:	From: 5am	To: 7pm
Please describe admission fees (if any):	Free event that is open to the public.	

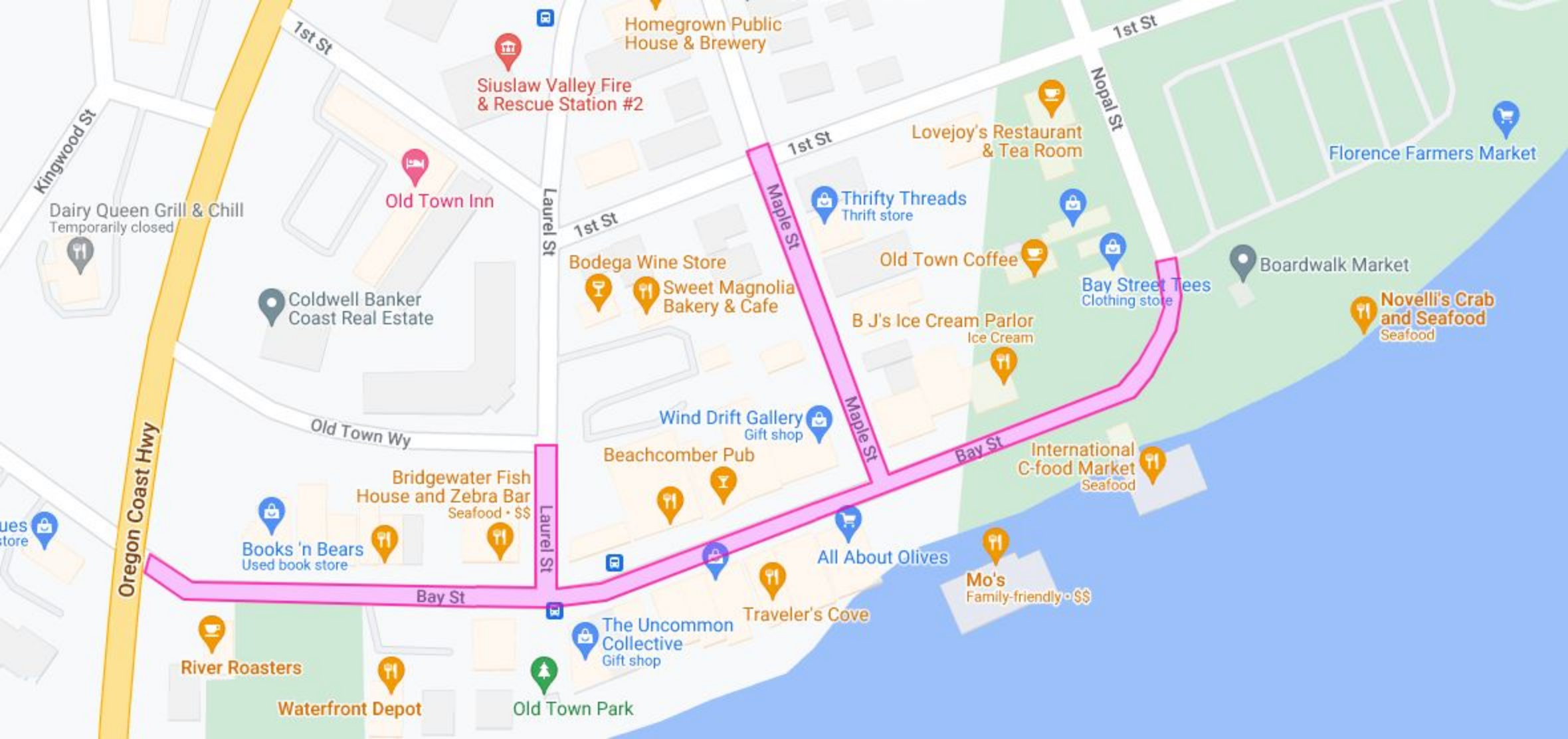
### Additional Information Required

Below is a check list of the required information for the City of Florence to complete the review of your application:

<input type="checkbox"/> The full name and contact information for all event organizers including those that will be at the event during all hours of the event.	<input type="checkbox"/> Map and description of all streets and rights of way affected by the closure.
<input type="checkbox"/> A detailed plan for ingress and egress from the closed area including the number of access points, who will be allowed ingress and egress at those points, and how these points will be staffed and controlled. Plan must include consideration for: <ul style="list-style-type: none"> <li>• Delivery trucks</li> <li>• Participants / Attendees</li> <li>• General Public</li> <li>• Residents</li> <li>• Emergency Vehicles</li> </ul>	<input type="checkbox"/> A detailed security plan including: <ul style="list-style-type: none"> <li>• The number and deployment of security personnel (including qualifications of the personnel for events over 500 people)</li> <li>• Temporary fencing plan</li> <li>• Crowd control plan</li> <li>• Traffic Control Plan</li> <li>• Plan for how first aid will be provided at the event</li> </ul>
<input type="checkbox"/> An estimate as to how many participants and attendees are expected at the event and an explanation of how the estimate was derived.	<input type="checkbox"/> A sanitation plan providing details on public restrooms and sanitation facilities provided including at least: <ul style="list-style-type: none"> <li>• 1 Standard Unit Restroom &amp; 1 Handicapped Unit Restroom required per City block closure</li> <li>• 1 Handwashing Station per City block closure</li> </ul>
<input type="checkbox"/> Statement as to whether alcohol will be consumed or sold during event, and a copy of OLCC permits if applicable.	<input type="checkbox"/> If sound producing devices or amplification will be used, Noise Variance Application must be included. – If goods / services will be sold, a Business License Application must be included.
<input type="checkbox"/> Proof of liability insurance in the form and amount approved by the City Manager naming the City as additionally insured. (If alcohol will be sold, proof of obtainment of commercial liquor liability insurance. - \$500,000 for events of less than 500 people, \$1,000,000 for events greater than 500 people)	<input type="checkbox"/> A written agreement to indemnify the city against any and all claims related to the applicant's actions or inactions related to the event. Such indemnity shall be approved by the City Manager.

### Primary Event Contact Information

Contact Name:	Gary Cargill		
Mailing Address:	PO Box 2443	City, State, Zip:	Florence, OR 97439
Contact Phone:	541-999-6513	Contact Email:	gncargill@charter.net
Signature:		Date:	06/07/2023



Homegrown Public House & Brewery

Siuslaw Valley Fire & Rescue Station #2

Old Town Inn

Dairy Queen Grill & Chill  
Temporarily closed

Coldwell Banker Coast Real Estate

Bodega Wine Store

Sweet Magnolia Bakery & Cafe

Lovejoy's Restaurant & Tea Room

Thrifty Threads Thrift store

Old Town Coffee

Bay Street Tees Clothing store

Florence Farmers Market

Boardwalk Market

Novelli's Crab and Seafood Seafood

B J's Ice Cream Parlor Ice Cream

Wind Drift Gallery Gift shop

Beachcomber Pub

Bridgewater Fish House and Zebra Bar Seafood - \$\$

Books 'n Bears Used book store

International C-food Market Seafood

All About Olives

Mo's Family-friendly - \$\$

Traveler's Cove

The Uncommon Collective Gift shop

River Roasters

Waterfront Depot

Old Town Park

Oregon Coast Hwy

1st St

Old Town Wy

Bay St

Laurel St

1st St

1st St

Maple St

Maple St

Bay St

1st St

Nopal St

Kingwood St

**Attachment 2  
Rods N Rhodies Charity Car Show Street Closure Request  
Code Criteria Response and Findings**

<b>Applicant Response:</b>	
<b>1.</b>	<p><i>The full name and contact information for all event organizers and a detailed description of the event, including dates, hours, admission fees, and purpose, and a statement as to how the event will benefit the citizens of Florence.</i></p> <hr/> <p>Gary Cargill Rods N Rhodies, Inc. 541-999-6513 gncargill@charter.net</p> <p>The event is a classic car show with approx. 135 hot rods and classic automobiles displayed. Event will have raffles, live DJ music, musical entertainment, vendors, and service groups. Bringing classic car culture to Florence Old Town. Volunteered charity event to benefit Rods N Rhodies, Inc. 501(c)(3) nonprofit organization.</p>
<b>2.</b>	<p><i>A map and description of all streets and rights-of-way affected by the closure with sufficient detail to allow the City to complete the review and assess the impact of the closure.</i></p> <hr/> <p>See map for ingress and egress points. (Attachment 1) Delivery vehicles, residents, emergency and security vehicles and participants will be allowed access. The general public is invited, but must walk in. No motorized vehicles, skateboards, bicycles will be allowed (except for handicapped).</p>
<b>3.</b>	<p><i>A list of all businesses within 100' of the portion of the streets to be closed.</i></p> <hr/> <p>A list of all businesses within 100' of the portion of the streets to be closed was generated.</p>
<b>4.</b>	<p><i>A detailed plan for ingress and egress from the closed area including delivery trucks, participants, attendees, the general public, residents, and emergency vehicles. This plan must include the number of access points, who will be allowed ingress and egress at those points, and how these points will be staffed and controlled.</i></p> <hr/> <p>The applicant shall have 5 traffic control points:</p> <ol style="list-style-type: none"> <li>1. Bay Street just East of the Siuslaw Bridge.</li> <li>2. Intersection of Laurel Street and Old Town Way.</li> <li>3. Intersection of Maple Street and 1<sup>st</sup> Street.</li> <li>4. Alley way of Maple Street.</li> <li>5. Intersection of Bay Street and Nopal Street (Port Parking Lot Entrance).</li> <li>6. Intersection of Nopal Street and 1<sup>st</sup> Street.</li> </ol> <p>See Attachment 1.</p>
<b>5.</b>	<p><i>An estimate as to how many participants and attendees are expected at the event including an explanation of how the estimate was derived.</i></p> <hr/> <p>It is estimated that there will be between 2,500 – 5,000 participants for this event.</p>

<p><b>6.</b></p>	<p><i>A sanitation plan providing details as to how the organizers plan to accommodate the expected attendees and participants with an appropriate number of public restrooms or sanitation facilities.</i></p> <hr/> <p>Sanitation will include centrally located port-a-potties and handwash stations. There are also public restrooms available at the intersection of Maple Street and Bay Street. See detail attached to application.</p>
<p><b>7.</b></p>	<p><i>A security plan which must include the number and deployment of security personnel, a temporary fencing plan, a crowd control plan, a traffic control plan, and a plan for how first aid will be provided during the event. For Special Events predicted to have a total attendance of greater than 500 people, the applicant shall supply information concerning the qualifications of the personnel that will provide crowd control and traffic control.</i></p> <hr/> <p>Applicant has requested from the City of Florence Public Works Department Barricades, Sandbags and Orange Cones that we will place in the below listed locations to restrict traffic throughout the event area. Each Barricade will be monitored by one or two individuals throughout the hours of the event in order to restrict traffic, skateboards, bicycles and be at the ready for emergency vehicle access to the event area. We rely on City, County and State Law Enforcement agencies for any incidents or crowd control. We rely on SVFRD via 911 for any medical emergencies and will provide a first aid kit at our command center for non-emergency situations. We will provide the kit but will not be administering treatment. As this is our 13th annual event, we have experienced volunteers who will train and be monitors on locations. Our show configuration is set up as to not restrict any emergency response vehicles and personnel in the event it is needed.</p> <p>A. Two barricades, four sandbags and four orange cones at Bay Street just east of the bridge.  B. Two barricades, four sandbags and four orange cones at the intersection of Laurel Street and Old Town Way.  C. Two barricades, four sandbags and four orange cones at intersection of Maple and Old Town Way.  D. Two barricades, four sandbags and four orange cones at the intersection of Nopal and Old Town Way.  E. Eight orange cones blocking access to Bay Street from the parking lot between BJ's Ice Cream and Florence Bling Business.  F. Two barricades, four sandbags and four orange cones at the intersection of Maple Street and 1st.</p>
<p><b>8.</b></p>	<p><i>A statement as to whether alcohol will be consumed or sold during the special event, a copy of all required OLCC permits, or a statement that all required permits will be obtained and copies provided prior to the special event; and a plan which demonstrates compliance with all state and local laws, rules, and regulations. If alcohol will be sold at the Special Event, the applicant will obtain a commercial liquor liability insurance policy and submit a certificate of insurance to the City. For special events predicted to have total attendance of less than 500 people, the policy shall be for coverage of at least \$5,00,000 combined single limit per occurrence. For special events predicted to have total attendance greater than 500 people, the policy shall be for coverage of at least \$1,000,000 combined single limit per occurrence.</i></p> <hr/> <p>There will be no alcohol sold or consumed at this event, except for businesses in the Old Town area which have their own licenses and insurance policies.</p>



<p><b>9.</b></p>	<p><i>A disclosure as to when and whether any sound producing devices including musical instruments will be used during the Special Event and when and where any sound will be amplified for any purpose during the event.</i></p> <hr/> <p>Music and announcements to include sponsors recognition amplified over a series of wireless speakers located at the intersection of Bay Street and Maple Street. A noise variance application was submitted to the City of Florence.</p>												
<p><b>10.</b></p>	<p><i>Proof of liability insurance for the Special Event in the form and amount approved by the City Manager naming the City as additional insured.</i></p> <hr/> <p>Received the Proof of liability certificate from State Farm Sue Gilday.</p>												
<p><b>11.</b></p>	<p><i>An approved City business license if required by FCC 3-1-4.</i></p> <hr/> <p>Rods N Rhodies is a non-profit entity and does have a City business license #1188.</p>												
<p><b>12.</b></p>	<p><i>Approvals to place any signage within the rights of way as required by FCC 10-26-6.</i></p> <hr/> <p>Applicant referred to Community Development for requirements and/or restrictions.</p>												
<p><b>13.</b></p>	<p><i>A list of on-site contact persons that will be at the Special Event during all hours of the Special Event. The list shall contain the contact information for each contact person such that the City will be able to reach the contact person during the Special Event.</i></p> <hr/> <table border="0"> <tr> <td>Gary Cargill</td> <td>President</td> <td>541-999-6513</td> </tr> <tr> <td>Ross Kroenert</td> <td>Vice President</td> <td>949-933-1478</td> </tr> <tr> <td>Jenna Bartlett</td> <td>Secretary</td> <td>541-902-3524</td> </tr> <tr> <td>George Henry</td> <td>Board Member</td> <td>541-991-9552</td> </tr> </table>	Gary Cargill	President	541-999-6513	Ross Kroenert	Vice President	949-933-1478	Jenna Bartlett	Secretary	541-902-3524	George Henry	Board Member	541-991-9552
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<p><b>14.</b></p>	<p><i>Consent to attend a pre-special event conference with city staff to prepare for the special event should such conference be requested by the City Manager, or designee.</i></p> <hr/> <p>The applicant will be available to attend a pre-special event conference or follow up conference with City staff should such a request be made.</p>												
<p><b>15.</b></p>	<p><i>The fees required by FCC 7-5-1-4.</i></p> <hr/> <p>The \$275 fee has been paid.</p>												
<p><b>15.</b></p>	<p><i>A written agreement to indemnify the city against any and all claims related to the applicant's actions or inactions related to the Special Event. Such indemnity shall be in a form approved by the City Manager.</i></p> <hr/> <p>To be provided by the City for the applicant to execute upon approval of the application by the City Council.</p>												

**Staff Findings:**

<p><b>1.</b></p>	<p><i>The street closure and/or Special Event will not disrupt traffic within the city beyond practical solution.</i></p> <p>Staff finds that it does not.</p>
<p><b>2.</b></p>	<p><i>The street closure and/or Special Event will not create unreasonable or significant safety issues for the participants, the public, attendees, pedestrians, motorists or others.</i></p> <p>Staff finds that it does not.</p>
<p><b>3.</b></p>	<p><i>The special event will not result in a violation of the City’s noise ordinance, FCC 6-1-2-3. If the applicant is planning to use any sound producing devices which may violate the noise ordinance, a separate application for a variance under FCC 6-1-2-3 must accompany the application for a street closure. A final decision on the street closure application will not be made until after a final decision is made on the application for a variance to the noise ordinance.</i></p> <p>The applicant has formally applied for a noise variance. Approval of the noise variance will be conditional on the applicant notifying the surrounding properties of the date, times, and purposes for the noise variance.</p>
<p><b>4.</b></p>	<p><i>The Special Event and/or the street closure will not unreasonably interfere with access to fire hydrants.</i></p> <p>Siuslaw Valley Fire and Rescue will continue to maintain access for emergencies.</p>
<p><b>5.</b></p>	<p><i>The special event and/or the street closure will not unreasonably interfere with access to the affected area by police, fire, ambulance, or other emergency services providers.</i></p> <p>Staff finds that it does not. Notice was sent to Siuslaw Valley Fire and Rescue and Western Lane Ambulance. As of the writing of this staff report no comments have been heard from either entity.</p>

<p><b>6.</b></p>	<p><i>If alcohol will be served or sold at the Special Event, applicant will obtain or has obtained any and all necessary OLCC permits. Applicant shall include a plan in the application which demonstrates the ability to comply with all state and local laws, rules and regulations.</i></p> <p>There will be no alcohol served or sold at this event.</p>
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<p><b>7.</b></p>	<p><i>The special event and/or street closure will not cause undue hardship to adjacent businesses, public services including public transit, public buildings, and/or residence which cannot be reasonably mitigated by the applicant. If the special event will create undue hardships for adjacent businesses, public services, or residences, the applicant shall provide and fund a plan to mitigate or avoid these hardships.</i></p> <p><b>Hardship: Businesses</b> -This event has a history of bringing tourists and visitors to Old Town Florence that would not ordinarily be here. If anything, we usually have a problem of restaurants not being able to keep up with the demand during the show. We have asked several restaurants if they would consider</p>
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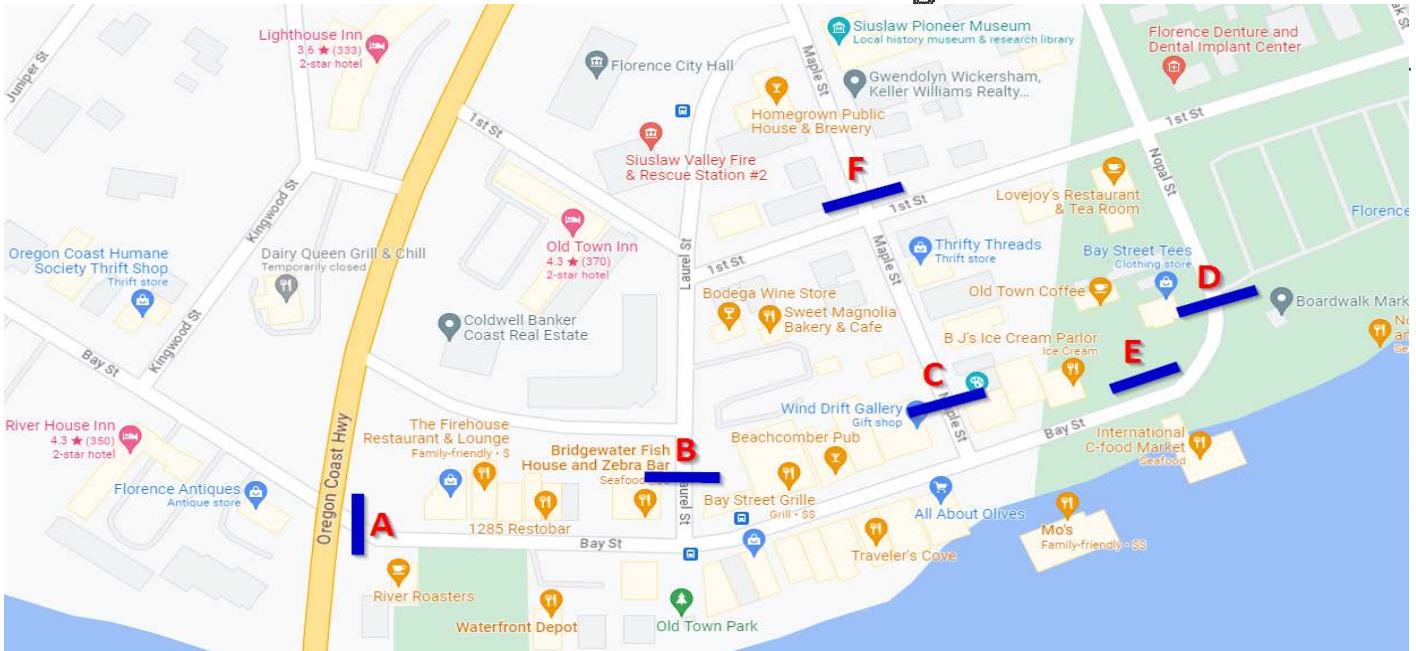
	<p>opening early for breakfast, especially for the car show participants that arrive early. With most Old Town businesses sponsoring an award, they know from experience that they will be busy all day. We have also allowed for the continued use of several Bay St. parking spaces by restaurants in our car calculation so their businesses will not be restricted.</p> <p><b>Public Transit/Buildings:</b> This has not been a problem in the past for transit. There are no known public buildings impacted by the event.</p> <p><b>Residents:</b> The few residents that live on Bay St. are notified in advance and usually are very cooperative, parking in the public lots behind the Bay St. businesses. No driveways, alleys or streets within the immediate show area are blocked by show cars. The one single family residence on Maple on the SW corner of 2nd St. is familiar with the show and can enter/exit at will.</p>
8.	<p><i>The application is complete as required by this Chapter and contains no false information.</i></p> <p>Staff finds that it is complete and does not contain false information.</p>
9.	<p><i>The applicant has fully paid or guaranteed payment for the cost of any mitigation plan and the cost of any activity the City has agreed to perform in support of the Special Event, if any.</i></p> <p>This is not applicable and there is nothing to mitigate and the city is not involved in the special event.</p>
10.	<p><i>The applicant has provided proof of insurance in the form and amount as approved by the City Manager sufficient to protect the City and the public from the risk of any liability created by the street closure and/or the Special Event.</i></p> <p>The City Manager determined the amount to be \$1,000,000 for each occurrence, \$300,000 for damage to rented premises for each occurrence, \$5,000 for medical expenses to any one person, \$1,000,000 for personal injury, and \$3,000,000 general aggregate.</p>

# Sanitation Diagram



- A. One Standard and One Handicapped Porta Pottie located in the South West area of the Port Parking Lot.
  - B. One Standard and One Handicapped Porta Pottie located at the intersection of Laurel Street and Old Town Way.
  - C. One Handicapped Porta Pottie located on Bay Street under the bridge.
- Placement on September 8<sup>th</sup> before 12pm and removal on September 11<sup>th</sup> before 12pm.  
This configuration and the permanent facilities at the intersection of Bay Street and Maple should be ample.

# Street Closure Diagram



- A. Two Barricades with four sandbags and four orange cones at Bay Street just east of the bridge.**
- B. Two Barricades with four sand bags and four orange cones at the intersection of Laurel Street and Old Town Way.**
- C. Two Barricades with four sandbags and four orange cones at the intersection of Maple Street and Old Town Way.**
- D. Two Barricades with four sandbags and four orange cones at the intersection of Nopal and Old Town Way.**
- E. Eight orange cones blocking access to Bay Street from the parking lot between BJ's Ice Cream and Florence Bling Business.**
- F. Two Barricades with four sandbags and four orange cones at the intersection of Maple Street and 1St.**



electrical lines first before the other communication (Century Link and Spectrum) and relocate their facilities on the new poles.

Staff has reviewed the proposed scope of services, including the work tasks and fees, and finds the proposal to be adequate and within reason for a \$6.5 million construction project. As proposed, the total engineering services (original contract plus the contract amendment) is approximately 7.58% of the construction costs.

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**FISCAL IMPACT:**

The contract amendment proposal from RH2 Engineering, Inc for additional engineering design and right-of-way services is \$203,863. Funding for this project was included in the 2023-25 Biennium budget in Streets, Water, Wastewater and Stormwater capital improvement budgets and this project is fully funded.

<b>Specific Available Funds</b>	<b>Budget</b>
Street Capital Outlay – Multi Modal Improvements	\$3,500,000
Water Capital Outlay – Water Line Replacement	\$1,500,000
Wastewater Capital Outlay – Sewer Line Replacement	\$1,500,000
Stormwater Capital Outlay – Stormwater Expansion	\$500,000
<i>Total available funds for project</i>	<i>\$7,000,0000</i>

<b>Engineering Services</b>	<b>Cost</b>
Original engineering services contract	\$288,929
Engineering Services Amendment 1	\$203,863
<i>Total engineering services (original and amendment)</i>	<i>\$492,792</i>

With the contract amendment, we will be spending a total of \$492,792 towards engineering services from RH2 Engineering, Inc. The \$492,792 in total engineering services represents 7.58% of the estimated \$6.5 million for construction of the Rhododendron Drive Realignment project.

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**RELEVANCE TO ADOPTED COUNCIL GOALS:**

- City Service Delivery – improving, maintaining and enhancing our infrastructure as feasible.
  - Livability & Quality of Life – implementing the City’s 2023-25 Capital Improvement Program while being responsive to our community’s needs with efficient, effective and sustainable service delivery.
  - Economic Development – quality transportation facilities enhances the development and redevelopment potential of this entire corridor.
-

- Communication & Trust – strengthening citizen trust by providing cost effective and efficient solutions to our transportation, water, wastewater and stormwater utilities.
- Financial & Organizational Sustainability – construction of infrastructure that supports current and future needs.

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**ALTERNATIVES:**

1. Accept the engineering contract amendment from RH2 Engineering, Inc.
2. Reject the contract amendment from RH2 Engineering, Inc. and request a proposal from another qualified firm.
3. Reject proposal and do not proceed with project.

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**RECOMMENDATION:**

Staff recommends that the City Council accept the contract amendment for additional engineering services of \$203,863 from RH2 Engineering, Inc. and authorize the City Manager to sign Contract Amendment No. 1.

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**AIS PREPARED BY:** Mike Miller, Public Works Director

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

Comments: *ER Reynolds*

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**ITEMS ATTACHED:** None

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

**ITEM NO:** 5  
**Meeting Date:** August 7, 2023  
**Department:** City Council

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**ITEM TITLE:** City Council Meeting Minutes

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**DISCUSSION/ISSUE:**

Consider approval of the draft minutes listed below.

Materials distributed during City Council meetings can be found on the City of Florence's website at [www.ci.florence.or.us](http://www.ci.florence.or.us) under the calendar date for each particular meeting. In addition, all items pertaining to the meeting including the meeting agenda, materials and items distributed, as well as electronic audio/video recordings of the meeting, are referenced at the top of each set of approved minutes, and can be referenced either on the City's website or upon request of the City Recorder.

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**FISCAL IMPACT:**

Minutes incur staff time for compilation / retention and have no other fiscal impacts.

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**RELEVANCE TO ADOPTED COUNCIL GOALS:**

Goal 1: Deliver efficient and cost-effective city services.

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**ALTERNATIVES:**

1. Approve the minutes as presented
2. Review and approve the minutes with modifications

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**RECOMMENDATION:** Approve the minutes as presented

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**AIS PREPARED BY:** Lindsey White, City Recorder

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

Comments:

*ERReynolds*

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**ITEM'S ATTACHED:**

- Attachment 1** – Draft June 5, 2023 City Council Regular Session
- Attachment 2** – Draft June 19, 2023 City Council Regular Session
- Attachment 3** – Draft July 6, 2023 City Council Special Meeting
- Attachment 4** – Draft July 11, 2023 CC & PC Joint Work Session
- Attachment 5** – Draft July 17, 2023 City Council Regular Session
- Attachment 6** – Draft July 26, 2023 City Council Work Session

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*This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.*

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**City of Florence  
City Council Regular Session  
Florence City Hall  
250 Hwy 101, Florence, Oregon  
Final Action Minutes  
June 5, 2023**

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Councilors Present: Mayor Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, Assistant City Manager Megan Messmer, Administrative Services Director Anne Baker, Human Resources Director Alex Ferguson, Community Development Director Wendy FarleyCampbell, Economic Development and Communications Analyst Chantelle Meyer, Public Works Director Mike Miller, Police Chief John Pitcher, and Management Analyst Peighton Allen.

Guests Present: None

Handout: 6.5.23 City Council Meeting Base Presentation

**CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE**

Meeting called to order at 5:30 p.m.

**PRESENTATIONS & ANNOUNCEMENTS**

- Housing Implementation Plan (HIP) Committee Appointment Announcement
- Summer Events Presentation
  - Independence Day – Tuesday, July 4<sup>th</sup>
  - City Block Party – Friday, July 14<sup>th</sup>
  - National Night Out – Tuesday, August 1st

Start Time: 5:31 p.m.

Discussion: Mayor Ward amended the appointment of City of Florence’s Housing Implementation Plan (HIP) Stakeholder Advisory



Team (SAT) Ad-Hoc Committee Appointments as follows and noted the addition of Young Professionals category...

- Local Health Care – Patrick Kirby, Jason Hawkins
- Siuslaw Outreach Services – Bob Teter
- City Council – Sally Wantz
- City Planning Commission – Sandi Young, Andrew Miller
- Chamber of Commerce – Neil Ecker
- Siuslaw School District – Andy Grzeskowiak
- Lane Community College & Florence CEDC – Russ Pierson
- Siuslaw Public Library – Meg Spencer
- Florence Urban Renewal – Bill Meyer
- Development – Ron Mann
- Habitat for Humanity – Janell Morgan
- Florence Ministerial Association – Paul Strike
- First Step – Greg Wood, Ken Gaylord
- Florence Cold Weather Shelter – Patricia Burke
- ADA & Title VI representative – Maggie Bagon
- Siuslaw Valley Fire and Rescue/Western Lane Ambulance – Michael Schick
- Lane Council of Governments Senior Services – Brooke Golen
- Confederated Tribes of the Coos, Lower Umpqua, and Siuslaw – Josh Stevens, Garrett Gray
- Florence Foodshare – Colin Morgan, Beth Kilmurray
- Safe Shelter for Siuslaw Students – Jennifer Ledbetter
- Homes for Good – Steve Ochs
- Housing Provider – Ron Moore
- Oregon Department of Land Conservation and Development – Hui Rodomsky
- City’s Community Development, Public Works, City Manager’s Office, and Public Safety Departments – Wendy FarleyCampbell, Mike Miller, Erin Reynolds, Chief Joh Pitcher
- Young Professionals – Haylee Cole

Start Time: 5:32 p.m.

Discussion: ACM Messmer and Police Chief Pitcher presented the Summer Events presentation.

- Independence Day – Tuesday, July 4<sup>th</sup>
- City Block Party – Friday, July 14<sup>th</sup>
- National Night Out – Tuesday, August 1st

**1. PUBLIC COMMENTS**

This is an opportunity for members of the public to bring to the Council’s attention any item not otherwise listed on the agenda.

- Start Time: 5:52 p.m.
- Commenter 1: Mr. Michael Allen - Florence, OR
- Handout: Speaker’s Card and Written Comments
- Discussion: Mr. Allen discussed...
  - Introduction to Youth Advisory Councils.

**PUBLIC HEARING ITEMS**

**2. STATE REVENUE SHARING**

**A. PUBLIC HEARING ON STATE REVENUE SHARING**

Hear and consider written or oral testimony on the use of State Revenue Sharing Funds.

- Start Time: 5:56 p.m.
- Process Reading: ACM Messmer read the Public Hearing Script and officiated the procedures.
- Handouts: Public Hearing Script  
Staff Presentation

**B. DECLARE ELECTION TO RECEIVE SHARED REVENUES**

Consider approval of **Resolution No. 15, Series 2023**, a resolution certifying the City’s eligibility to receive Shared Revenues.

- Start Time: 5:59 p.m.
- Discussion: ASD Baker presented the staff presentation.
- Handouts: Staff Presentation

Public Hearing: Opened at 6:00 p.m.

Public Testimony: No public testimony was received.

Public Hearing: Closed 6:01 p.m.

- Discussion: The City Council discussed...
  - No discussion.

- Action: Approve Resolution No. 15, Series 2023.
- Motion: Councilor Meyer
- Second: Councilor Beaudreau

Roll Call Vote: Councilor Carp, ‘Aye’

Councilor Beaudreau, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Wantz, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'Unanimously'

**C. CERTIFY ELIGIBILITY TO RECEIVE SHARED REVENUES**

Consider approval of **Resolution No. 16, Series 2023**, a resolution declaring the City's eligibility to receive State Shared Revenues.

Start Time: 6:03 p.m.

Discussion: The City Council discussed...

- No discussion.

Action: Approve Resolution No. 16, Series 2023.  
Motion: Councilor Wantz  
Second: Councilor Meyer

Roll Call Vote: Councilor Carp, 'Aye'  
Councilor Beaudreau, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Wantz, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'Unanimously'

**3. CITY OF FLORENCE 2023-2025 BIENNIAL BUDGET**

**A. PUBLIC HEARING ON 2023-2025 BIENNIAL BUDGET**

Hear and consider written or oral testimony on the 2023-2025 Biennial Budget.

Start Time: 6:04 p.m.

Process Reading: ACM Messmer read the Public Hearing Script and officiated the procedures.

Handouts: Public Hearing Script  
Staff Presentation

Public Hearing: Opened at 6:05 p.m.

Public Testimony: No public testimony was received.

Public Hearing: Closed 6:06 p.m.

**B. ADOPTION OF THE BUDGET**

Consider approval of **Resolution No. 14, Series 2023**, a resolution adopting a biennial budget for the fiscal years beginning July 1, 2023, making appropriations, and imposing and categorizing ad valorem taxes.

Start Time: 6:06 p.m.

Discussion: ASD Baker presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Impressed with Staff ability to manage budget.
- Clarification of 2.861% Permanent Tax Rate.
- Accountability of Staff when proposing budget items and supporting two-year budget.

Comments: Mayor and Councilors Carp, Wantz, and Beaudreau.

Action: Approve Resolution No. 14, Series 2023.

Motion: Councilor Meyer

Second: Councilor Wantz

Discussion: The City Council discussed...

- Citizen's thoughts on increasing budget during challenging economic times.
- Previous two-year budget increased 10% and this current budget increases 3.9%.
- Continuing to work respectfully together.

Comments: Councilor Carp.

Roll Call Vote: Councilor Carp, 'Nay'  
Councilor Beaudreau, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Wantz, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 4-1

## **ACTION ITEMS**

### **4. PLANNING COMMISSION RECRUITMENT**

Provide notice to the public on the Planning Commission positions to be filled, qualifications, and the time and manner in which applications may be submitted.

Start Time: 6:22 p.m.

Discussion: CM Reynolds presented the staff presentation.  
Handouts: Staff Presentation

Discussion: The City Council discussed...

- Thoughts on approaching former Planning Commissioner John Raleigh to re-join Commission.
- Immediately begin recruiting for Planning Commission vacancies in order to make appointment on July 17 City Council meeting.

Comments: Mayor Ward and Councilor Wantz

Action: Provide notice to the public on Planning Commission positions to be filled.

Motion: Councilor Wantz

Second: Councilor Beaudreau

Roll Call Vote: Councilor Carp, 'Aye'  
Councilor Beaudreau, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Meyer, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'Unanimously'

## **CONSENT AGENDA**

### **5. APPROVAL OF MINUTES**

Consider approval of the April 17, 2023 Regular Session, April 20, 2023 Work Session, April 27, 2023 City Council and Planning Commission Joint Work Session, May 1, 2023 Regular Session, May 4, 2023 Work Session, May 15 Regular Session, and May 18, 2023 Work Session meeting minutes.

Start Time: 6:31 p.m.

Discussion: The City Council discussed...

- No discussion.

Action: Approve the consent agenda as presented.

Motion: Councilor Meyer

Second: Councilor Carp

Roll Call: Councilor Carp, 'Aye'  
Councilor Beaudreau, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Wantz, 'Aye'  
Mayor Ward, 'Aye'

Motion passes ‘unanimously’

## **REPORT & DISCUSSION ITEMS**

### **6. QUARTERLY FINANCIAL STATEMENTS**

Report on the City of Florence financials for the period ending March 31, 2023.

Start Time: 6:32 p.m.

Discussion: ASD Baker presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Effect of Covid on Lodging Tax funds receipts.

Comments: Councilor Meyer

### **7. DEPARTMENT DIRECTOR UPDATES**

Start Time: 6:40 p.m.

Discussion: The Department Directors discussed...

- Update on open job recruitments.
- Upcoming Florence Transportation System Plan Stakeholder Advisory Committee Meeting.
- Upcoming City Council and Planning Commission Joint Work Session meeting in July.
- Precipitation went from 9.11 inches for April 2023 to .098 inches of rain for May 2023.
- Preparing for release of water quality report.
- Update on Miller Park construction.
- No major incidents during Rhododendron Days Festival.
- School Resource Officer participating in school activities.
- Upcoming events at Florence Events Center.

Comments: HRD Ferguson, CDD FarleyCampbell, PWD Miller, Police Chief Pitcher, and ACM Messmer.

Comments: All Councilors present

### **8. CITY MANAGER REPORT & DISCUSSION ITEMS**

Start Time: 6:55 p.m.

Discussion: The City Council discussed...

- Upcoming City Meetings and Events.

- Thanking City Council for their leadership during the budget process.

Comments: All Councilors present

## 9. CITY COUNCIL REPORT & DISCUSSION ITEMS

Start Time: 6:59 p.m.

Discussion: The City Council discussed...

- Upcoming Art Show featuring local artists at Florence Events Center.
- Update on Hoberg property located on Highway 101.
- Educating citizens on Scotch Broom removal.
- Attending Memorial Day remembrances.
- Participating in Rhody Days parade as mayor.

Comments: All Councilors present

Meeting adjourned at 7:15 p.m.

**ATTEST:**

\_\_\_\_\_  
Rob Ward, Mayor

\_\_\_\_\_  
Lindsey White, City Recorder

*This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.*

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**City of Florence  
City Council Regular Session  
Florence City Hall  
250 Hwy 101, Florence, Oregon  
Final Action Minutes  
June 19, 2023**

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Councilors Present: Mayor Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.  
*(In Person & Videoconference)*

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Administrative Services Director Anne Baker, Assistant City Manager Megan Messmer, Finance Manager Lezlea Purcell, Economic Development & Communications Analyst Chantelle Meyer, Public Works Director Mike Miller, Police Chief John Pitcher, Planning Director Wendy FarleyCampbell, and Management Analyst Peighton Allen.

Guests Present: Florence Area Chamber of Commerce Board Members Rich Colton, Bonnie Welch, and George Henry, CEO Bettina Harrigan, and Director of Tourism Development Mitzi Hathaway; and Jason Wood.

Handout: 6.19.23 City Council Meeting Base Presentation

**CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE**

Meeting called to order at 5:31 p.m.

**PRESENTATIONS & ANNOUNCEMENTS**

- Pride Month Proclamation
  - Start Time: 5:32 p.m.
  - Discussion: Mayor Ward presented...
    - Pride Month Proclamation
  
- Florence Area Chamber of Commerce Annual Report



Start Time: 5:36 p.m.  
Discussion: Chamber of Commerce Board Members Rich Colton, Bonnie Welch, and George Henry presented the Florence Area Chamber of Commerce Annual Report.

## 1. **PUBLIC COMMENTS**

This is an opportunity for members of the public to bring to the Council's attention any item not otherwise listed on the agenda.

Start Time: 6:06 p.m.  
Commenter 1: Mr. Michael Allen – Florence, OR  
Handout: Speaker's Card and Written Comments  
Discussion: Mr. Allen discussed...

- Climate Action Planning funds.
- Florence Climate Emergency Campaign petition.

Start Time: 6:10 p.m.  
Commenter 2: Ms. Ivy Medow – Florence, OR  
Handout: Speaker's Card and Written Comments  
Discussion: Ms. Medow discussed...

- Creating a Citizens' Advisory Board to draft a Climate Action Plan in order to obtain federal funds.

## **PUBLIC HEARING**

### 2. **FLORENCE BLOCK STREET CLOSURE** **A. PUBLIC HEARING**

Hear and consider written or oral testimony regarding the proposed closure of Bay Street.

Start Time: 6:13 p.m.  
Process Reading: CR White read the Public Hearing Script and officiated the procedures.  
Handouts: Public Hearing Script

Public Testimony: No public testimony was received.

Public Hearing: Opened at 6:14 p.m.

### **B. STREET CLOSURE REQUEST**

Consider approval of the street closure application for the closure of Bay Street from just west of the Siuslaw River Bridge and Laurel Street in Old Town on Friday July 14<sup>th</sup> from 2:00 p.m. to 10:30 p.m. for the Florence Block Party as applied for by the City of Florence.

Start Time: 6:14 p.m.

Discussion: FM Purcell presented the staff presentation.  
Handouts: Staff Presentation  
Discussion: The City Council discussed...

- No discussion.

Public Hearing: Closed 6:18 p.m.

Action: Approve Street closure application as applied for by the City of Florence.

Motion: Councilor Meyer  
Second: Councilor Beaudreau

Roll Call Vote: Councilor Carp, 'Aye'  
Councilor Beaudreau, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Wantz, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'Unanimously'

### **ACTION ITEMS**

#### **3. 2021-2023 SUPPLEMENTAL BUDGET APPROPRIATIONS**

Consider approving **Resolution No. 17, Series 2023**, a resolution adopting biennium 2021-2023 Supplemental Budget appropriations.

Start Time: 6:20 p.m.  
Discussion: ASD Baker presented the staff presentation.  
Handouts: Presentation  
Discussion: The City Council discussed...

- Budget adjustments having no effect on upcoming 2023-2025 budget.
- Normal adjustments for end of year budget.

Comments: Councilors Wantz and Mayor Ward.

Action: Approve Resolution No. 17, Series 2023  
Motion: Councilor Wantz  
Second: Councilor Beaudreau

Roll Call Vote: Councilor Carp, 'Aye'  
Councilor Beaudreau, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Wantz, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'Unanimously'

**4. ENTERPRISE RESOURCE PROGRAM (ERP) CONTRACT**

Consider approving Tyler Technologies, Inc. Enterprise Resource Program (ERP) Pro 10 Contract and authorize the City Manager to enter into a three-year contract for implementation services in the amount of \$109,100 and with an annual maintenance contract cost of \$46,500 per year.

Start Time: 6:32 p.m.

Discussion: ASD Baker presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Impact on ‘Express Bill Pay.’
- Understanding selection process of Tyler Technologies, Inc.
- Current auto-pay of utilities remains in effect.

Comments: Councilors Beaudreau, Wantz, and Meyer

Action: Approve Enterprise Resource Program (ERP) Contract.

Motion: Councilor Wantz

Second: Councilor Beaudreau

Roll Call Vote: Councilor Carp, ‘Aye’  
Councilor Beaudreau, ‘Aye’  
Councilor Meyer, ‘Aye’  
Councilor Wantz, ‘Aye’  
Mayor Ward, ‘Aye’  
Motion passes ‘Unanimously’

Discussion: Staff discussed...

- Unanimous decision by all Directors supporting this system.

Comments: CM Reynolds

**5. 2023 CAT 299D3 XE CTL COMPACT TRACK LOADER**

Consider approving the purchase of a new 2023 CAT 299D3 XE CTL compact track loader with mulcher attachment from Peterson CAT in the amount of \$176,040.45.

Start Time: 6:45 p.m.

Discussion: PWD Miller presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Cost effective to purchase equipment instead of renting.

- Possibility to rent out equipment when not in use.
- Suggestion to use equipment to clear lots at Business Park to make lots more presentable and saleable.
- Warranty program for equipment

Comments: Councilors Wantz and Beaudreau and Mayor Ward

Discussion: Staff discussed...

- Standard warranty applies to unit.
- Prefer not to rent out equipment due to possible misuse.

Comments: PWD Miller

Action: Approve purchase of a new 2023 CAT 299 D3 XE CTL compact tracker loader in the amount of \$176,040.45.

Motion: Councilor Wantz

Second: Councilor Meyer

Roll Call Vote: Councilor Carp, ‘Aye’  
Councilor Wantz, ‘Aye’  
Councilor Meyer, ‘Aye’  
Councilor Beaudreau, ‘Aye’  
Mayor Ward, ‘Aye’  
Motion passes ‘Unanimously’

Council took a break from 7:05 p.m. to 7:10 p.m.

**6. MUNICIPAL COURT JUDGE SERVICES CONTRACT**

Consider amending the contract for Judge Richard Brissenden for Municipal Court Judge Services.

Start Time: 7:10 p.m.

Discussion: The City Council discussed...

- Judge Brissenden is an outstanding representative for our City and for our Court and for law and order in our community.
- Provides outstanding service to our community.

Comments: Councilor Carp and Mayor Ward

Discussion: CM Reynolds presented the staff presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Gratitude to Councilor Carp for his ‘eyes and ears on the ground’ and his experience in law enforcement.

Comments: Councilor Wantz

Action: Amend the contract for Judge Richard Brissenden for Municipal Court Judge Services.

Motion: Councilor Meyer

Second: Councilor Wantz

Roll Call Vote: Councilor Carp, 'Aye'  
Councilor Beaudreau, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Wantz, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'Unanimously'

## **CONSENT AGENDA**

### **7. RECURRING SERVICES AGREEMENT**

Consider approving **Resolution No. 18, Series 2023**, a resolution authorizing the City Manager to execute various agreements for recurring services provided to the City of Florence.

### **8. WORKERS COMPENSATION INSURANCE TO CITY VOLUNTEERS FOR THE POLICY YEAR 2023-2024.**

Consider approval of **Resolution No. 19, Series 2023**, a resolution extending the City of Florence's workers compensation insurance to volunteers of the City of Florence for the policy year 2023-2024.

### **9. LITTLE BROWN HEN LIQUOR LICENSE**

Consider recommendation of approval to the Oregon Liquor Commission (OLCC) for a liquor license for the Little Brown Hen located at 435 Highway 101.

Start Time: 7:16 p.m.

Discussion: The City Council discussed...

- No discussion.

Action: Approve the consent agenda as presented.

Motion: Councilor Meyer

Second: Councilor Wantz

Roll Call Vote: Councilor Wantz, 'Aye'  
Councilor Carp, 'Aye'  
Councilor Beaudreau, 'Aye'

Councilor Meyer, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'unanimously'

## **REPORT & DISCUSSION ITEMS**

### **10. CITY COUNCIL REPORT & DISCUSSION ITEMS**

- May Committee, Commission and Volunteer Reports.

Start Time: 7:18 p.m.

Discussion: Staff discussed...

- Gratitude to our volunteers and the hours of work they provide.

Comments: CM Reynolds

### **11. DEPARTMENT DIRECTOR UPDATES**

Start Time: 7:20 p.m.

Discussion: The Department Directors discussed...

- Upcoming events at the Florence Events Center.
- Summer is slow season for the Florence Events Center.
- Upcoming Transportation Committee meeting.
- Upcoming Planning Commission meetings.
- Introduction of temporary Cardinal employee Tammy Geil for front desk position.
- Update on police officer applicants.
- Upcoming Police Department Youth Academy.
- 2022 Water Quality Report is available and on the City website.
- Being recognized as an outstanding performer in 2022 by the Oregon Health Authority, Drinking Water Services.
- Arrival of 2023 Ford F150 hybrid Super Crew cab pickup.
- Miller Park update.
- Rhododendron Drive project update.
- Understanding lower water usage.
- Updates on FAA grant and Lane County Public Health grant.

Comments: ACM Messmer, CDD FarleyCampbell, ASD Baker, Chief Pitcher, and PWD Miller.

## 12. CITY MANAGER REPORT & DISCUSSION ITEMS

Start Time: 7:44 p.m.

Discussion: The City Council discussed...

- Upcoming City Meetings and Events.
- Upcoming 2023 Community Block Party on July 14th.
- Encouraging use of City website and Florence Events Center website for current events and information.

Comments: All Councilors present

## 13. CITY COUNCIL REPORT & DISCUSSION ITEMS

Start Time: 7:49 p.m.

Discussion: The City Council discussed...

- Importance of maintaining city jail facility.
- Gratitude to Mayor Ward for supporting Pride Proclamation.
- Gratitude to EMAC and Peighton Allen for providing swag boxes for the booth at the Farmer's Market.
- Exploring idea of adding a youth member to EMAC.
- Attending Lane Community College opening.
- Supporting Business After Hours event at Florence Events Center.
- Looking forward to upcoming updates to Miller Park.
- Gratitude to all Councilors for their hard work and gratitude to all City staff for making this city what it is.

Comments: All Councilors present

Meeting adjourned at 7:54 p.m.

**ATTEST:**

\_\_\_\_\_  
Rob Ward, Mayor

\_\_\_\_\_  
Lindsey White, City Recorder

*This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.*

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**City of Florence  
City Council Special Meeting Session  
Florence City Hall  
250 Highway 101, Florence, Oregon  
Final Action Minutes  
July 6, 2023**

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Councilors Present: Mayor Rob Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.  
*(In Person and Via Videoconference)*

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, and Community Development Director Wendy FarleyCampbell.  
*(In person)*

Guests Present: Planning Commission (PC) Candidates Brian Mouer Sr., Donna Wendling, Renee Lo Pilato, Bruce Hadley, and Thomas Shaw.  
*(In Person)*

Handout: 7.6.23 City Council Special Meeting Agenda Outline Presentation

**CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE**

Meeting called to order at 8:30 a.m.

**DISCUSSION ITEMS**

**1. VACANT PLANNING COMMISSION INTERVIEWS**

Perform interviews for the vacant Florence Urban Renewal Agency (FURA) position.

Start Time: 8:30 a.m.

Discussion: Mayor Ward provided an overview of the process for the interviews.



Discussion: Candidate Mark Brennan withdrew his application for Planning Commission vacancy.  
Comments: City Recorder Lindsey White

Handout: Interview Questions

Start Time: 8:32 a.m.

Candidate 1: Brian Mouer Sr.

Mr. Mouer answered the questions presented by the Council including discussions on...

- Mr. Mouer's skills, experience, and community involvement in the Florence community and at the City;
- Mr. Mouer discussed his experience as a business owner;
- Mr. Mouer's inspiration for wanting to serve on the Planning Commission;
- Mr. Mouer's experience with land use and zoning regulations;
- Mr. Mouer's staying informed about the issues and concerns facing the Florence community, especially as they relate to land use and development;
- Mr. Mouer's most important considerations the Planning Commission should take into account when reviewing development proposals for the community;
- Mr. Mouer's plan to balance the interests of developers with the needs and concerns of community members when making decisions as a Planning Commissioner;
- Mr. Mouer's abiding by the "norms" standards.

Start Time: 8:45 a.m.

Candidate 2: Donna Wendling

Ms. Wendling answered the questions presented by the Council including discussions on...

- Ms. Wendling's skills, experience, and community involvement in the Florence community and at the City;
- Ms. Wendling's inspiration for wanting to serve on the Planning Commission;
- Ms. Wendling's experience with land use and zoning regulations;
- Ms. Wendling's staying informed about the issues and concerns facing the Florence community, especially as they relate to land use and development;

- Ms. Wendling’s most important considerations the Planning Commission should take into account when reviewing development proposals for the community;
- Ms. Wendling’s plan to balance the interests of developers with the needs and concerns of community members when making decisions as a Planning Commissioner;
- Ms. Wendling discussed abiding by the “norms” standards.

Council took a break from 9:04 a.m. to 9:17 a.m.

Start Time: 9:17 a.m.

Candidate 3: Renee Lo Pilato

Ms. Lo Pilato answered the questions presented by the Council including discussions on...

- Ms. Lo Pilato’s skills, experience, and community involvement in the Florence community and at the City;
- Ms. Lo Pilato’s experience in teaching 21<sup>st</sup> century work skills on behalf of employers;
- Ms. Lo Pilato’s inspiration for wanting to serve on the Planning Commission;
- Ms. Lo Pilato’s experience with land use and zoning regulations;
- Ms. Lo Pilato’s staying informed about the issues and concerns facing the Florence community, especially as they relate to land use and development;
- Ms. Lo Pilato’s most important considerations the Planning Commission should take into account when reviewing development proposals for the community;
- Ms. Lo Pilato’s plan to balance the interests of developers with the needs and concerns of community members when making decisions as a Planning Commissioner;
- Ms. Lo Pilato discussed abiding by the “norms” standards;
- Ms. Lo Pilato’s question to City Council on ideal candidate for Planning Commission.

Start Time: 9:50 a.m.

Candidate 4: Bruce Hadley

Mr. Hadley answered the questions presented by the Council including discussions on...

- Mr. Hadley’s skills, experience, and community involvement in the Florence community and at the City;
- Mr. Hadley’s inspiration for wanting to serve on the Planning Commission;
- Mr. Hadley’s view the Planning Commission should maintain having two members who are residents of the Urban Growth Boundary (UGB) and not City of Florence residents.
- Mr. Hadley’s experience with land use and zoning regulations;
- Mr. Hadley’s staying informed about the issues and concerns facing the Florence community, especially as they relate to land use and development;
- Mr. Hadley’s most important considerations the Planning Commission should take into account when reviewing development proposals for the community;
- Mr. Hadley’s plan to balance the interests of developers with the needs and concerns of community members when making decisions as a Planning Commissioner;
- Mr. Hadley discussed abiding by the “norms” standards;
- Mr. Hadley discussed serving on the Lane County Planning Commission.

Council took a break from 10:13 a.m. to 10:19 a.m.

Start Time: 10:19 a.m.

Candidate 5: Thomas Shaw

Mr. Shaw answered the questions presented by the Council including discussions on...

- Mr. Shaw’s skills, experience. and community involvement in the Florence community and at the City;
- Mr. Shaw’s inspiration for wanting to serve on the Planning Commission;
- Mr. Shaw’s experience with land use and zoning regulations;
- Mr. Shaw’s staying informed about the issues and concerns facing the Florence community, especially as they relate to land use and development;
- Mr. Shaw’s most important considerations the Planning Commission should take into account when reviewing development proposals for the community;

- Mr. Shaw’s plan to balance the interests of developers with the needs and concerns of community members when making decisions as a Planning Commissioner;
- Mr. Shaw’s experience as an architect and the ability to bring “technical” experience to the Planning Commission;
- Mr. Shaw discussed abiding by the “norms” standards.
- Mr. Shaw’s opining on the importance of maintaining historical structures.

Council took a break from 10:44 a.m. to 10:46 a.m.

Start Time: 10:46 a.m.

Discussion: The City Council discussed...

- Assessing skills, background, and passions of Planning Commission candidates.
- Inviting Director FarleyCampbell’s feedback on Planning Commission candidates.
- Recommending selection of Renee Lo Pilato for Planning Commission vacancy.

Comments: All Councilors present

Meeting adjourned at 11:17 a.m.

**ATTEST:**

\_\_\_\_\_  
Rob Ward, Mayor

\_\_\_\_\_  
Lindsey White, City Recorder

This document is supplemented by meeting agenda, materials and items distributed as well as electronic audio / video recordings of the meeting and which may be reviewed upon request to the City

**City of Florence  
City Council & Planning Commission  
Joint Work Session  
Florence Events Center  
715 Quince Street, Florence, Oregon  
Final Action Minutes  
July 11, 2023**

**CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE**

City Council Work Session called to order at 5:34 p.m.

Planning Commission Work Session called to order at 5:34 a.m.

Councilors Present: Mayor Rob Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.  
*(In person & Videoconference)*

Councilors Absent: None

Commissioners Present: Planning Commission Chairperson Sandi Young, Commissioners Kevin Harris, Laurie Green, Eric Hauptman. Wendy Krause, and Debbie Ubnoske.

Commissioners Absent: None.

Florence Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Planning Director Wendy FarleyCampbell, Public Works Director Mike Miller, Management Analyst Peighton Allen, Assistant Planner Clare Kurth, Assistant City Manager Megan Messmer, and Planning Tech Sharon Barker.

Guests Present: Kittelson & Associates, Inc. Consultants Matt Bell and Russ Doubleday, MIG/APG Consultant Clinton “CJ” Doxsee, Oregon Department of Transportation (ODOT) Representative Michael Duncan, and Transportation Committee Chairperson Storm Kurth.  
*(In Person & Videoconference)*

**1. WORK SESSION DISCUSSION TOPICS**

Transportation Systems Plan Project: Receive a consultation presentation and discuss the project, proposed work products, and public outreach.

- Review and discuss Stakeholder Transportation Advisory Community (STAC) recommendations.
- Review key changes to Tech Memo 6 regarding preferred alternatives.
- Review Draft Transportation System Plan draft document.
- Review Implementing Ordinances.
- Questions and Discussion.

Start Time: 5:35 p.m.

Topic: Introductions and Agenda Overview  
 Discussion: The City Council and Planning Commission participated in the introductions and agenda overview and held no additional discussions.

Start Time: 5:38 p.m.

Discussion: Consultants Matt Bell and Russ Doubleday, Kittelson & Associates, Inc. presented the consultant presentation.

Handouts: Consultant presentation.

Discussion: The City Council and Planning Commission reviewed a PowerPoint presentation and discussed...

- Necessity of a 4-way stop and/or roundabout at 9<sup>th</sup> and Kingwood Streets.
- Difficulty of extending Spruce Street from Highway 101 to 8<sup>th</sup> Street.
- Document is a 20-year plan listing City's priorities and preferences accommodating future growth.
- Availability of funding for implementing plan.
- Addressing traffic impact of future development at 35<sup>th</sup> Street and Rhododendron Drive area.
- Defining Cost Restrained Plans.
- Accessibility of walking trails.
- Designing bicycle lanes to accommodate both electric-bikes (e-bikes) and regular bicycles.
- Imposing speed limits on bike lanes.

Comments: All Councilors and Commissioners present.

The City Council and Planning Commission took a break from approximately 7:03 p.m. to 7:16 p.m.

Discussion: The City Council and Planning Commission continued to review a PowerPoint presentation and discussed...

- Defining Grocery Outlet bus stop.

Comments: All Councilors and Commissioners present.

Start Time: 7:23 p.m.

Discussion: Consultant Clinton “CJ” Doxsee, MIG/APG presented the consultant presentation.

Handouts: Consultant presentation.

Discussion: The City Council and Planning Commission reviewed a PowerPoint presentation and discussed...

- Defining distance between drive-ways for townhouses.
- Understanding Traffic Impact Analysis reports for new development.
- Options to extend or increase parking in the Old Town area.
- Exploring lane reductions on Highway 101 north of 21<sup>st</sup> Street.

Florence City Council and Planning Commission Joint meeting adjourned at 8:03 p.m.

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Rob Ward, Mayor

**ATTEST:**

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Lindsey White  
City Recorder

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**City of Florence  
City Council Regular Session  
Florence City Hall  
250 Hwy 101, Florence, Oregon  
Final Action Minutes  
July 17, 2023**

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- Councilors Present: Mayor Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.
- Councilors Absent: None.
- Staff Present: City Manager Erin Reynolds, City Recorder Lindsey White, Administrative Services Director Anne Baker, Assistant City Manager Megan Messmer, Public Works Director Mike Miller, Police Chief John Pitcher, Community Development Director Wendy FarleyCampbell, and Management Analyst Peighton Allen.
- Guests Present: Power of Florence Representative Vanessa Flosi and Farmers Market Representatives Britte Kirsch and Mary Shaw.
- Handout: 7.17.23 City Council Meeting Base Presentation

**CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE**

Meeting called to order at 5:30 p.m.

**PRESENTATIONS & ANNOUNCEMENTS**

- Power of Florence Proclamation
- Farmers Market Proclamation
- Coast Guard City Day – 233 Birthday Proclamation
- Planning Commission Appointment Announcement

- Start Time: 5:31 p.m.
- Discussion: Mayor Ward presented...
- Power of Florence Proclamation



- Farmers Market Proclamation
- Coast Guard City Day – 233 Birthday Proclamation

Start Time: 5:44 p.m.

Discussion: Mayor Ward appointed...

- Planning Commission – Renee Lo Pilato

## 1. PUBLIC COMMENTS

This is an opportunity for members of the public to bring to the Council’s attention any item not otherwise listed on the agenda.

Start Time: 5:46 p.m.

Commenter 1: Mr. Michael Allen – Florence, OR

Handout: Speaker’s Card and Written Comments

Discussion: Mr. Allen discussed...

- Opportunity to learn about ways to work with Lane County on climate change.
- Inviting City Council to attend next PAC meeting on August 14th.

Start Time: 5:50 p.m.

Commenter 2: Ms. Kate McClellan – Florence, OR

Handout: Speaker’s Card and Written Comments

Discussion: Ms. McClellan discussed...

- State funding for emergency shelter in Florence.

## PUBLIC HEARING ITEMS

### 2. HIP PHASE 2 HOUSING CODE UPDATE IMPLEMENTATION

#### A. PUBLIC HEARING

Hear and consider written or oral testimony regarding the proposed adoption of legislative amendments to the Florence City Code Titles 10 and 11.

Start Time: 5:54 p.m.

Process Reading: CR White read the Public Hearing Script and officiated the procedures.

Handouts: Public Hearing Script

Declarations: No declarations were made.

Public Challenge: No challenges were presented.

Public Hearing: Opened at 5:55 p.m.

#### B. LEGISLATIVE AMENDMENTS TO FCC TITLES 10 AND 11

Consider approval of **Ordinance No. 6, Series 2023**, an ordinance adopting legislative amendments to the Florence City Code Titles 10 and 11, to incorporate state legislation related to residential development, implement City of Florence work plan items, and perform general housekeeping items.

Start Time: 5:56 p.m.  
Discussion: CCD FarleyCampbell presented the staff presentation.  
Handouts: Staff Presentation  
Discussion: The City Council discussed...

- Clarification on allowing manufactured housing on any land subject to zoning.
- Defining household unit.
- Covenant, Conditions and Restrictions (CC&Rs) of building only site-built homes within a subdivision.
- Requiring parking for Accessory Dwelling Units.
- Defining private utilities.
- Defining housing with multiple kitchens.
- Impact on current land use applications.

Comments: Mayor Ward and Councilors Carp, Meyer, Beaudreau, and Wantz.

Public Hearing: Closed 6:58 p.m.

Council took a break from 6:58 p.m. to 7:05 p.m.

Start Time: 7:05 p.m.  
Action: Approve first reading of Ordinance No. 6, Series 2023.  
Motion: Councilor Meyer  
Second: Councilor Wantz

Roll Call Vote: Councilor Carp, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Beaudreau, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'Unanimously'

Action: Adopt Ordinance No. 6, Series 2023.  
Motion: Councilor Wantz  
Second: Councilor Meyer

Roll Call Vote: Councilor Carp, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Beaudreau, 'Aye'

Mayor Ward, 'Aye'  
Motion passes 'Unanimously'

### **CONSENT AGENDA**

#### **3. FAA AIRPORT IMPROVEMENT PROGRAM GRANT ACCEPTANCE**

Consider approval of **Resolution No. 20, Series 2023**, a resolution authorizing the City of Florence, Oregon to accept an Airport Improvement Program (AIP) grant from the Federal Aviation Administration for pavement rehabilitation at the Florence Municipal Airport in the amount of \$921,947.

Start Time: 7:10 p.m.

Discussion: The City Council discussed...

- No discussion.

Action: Approve the consent agenda as presented.

Motion: Councilor Wantz

Second: Councilor Beaudreau

Roll Call: Councilor Carp, 'Aye'  
Councilor Wantz, 'Aye'  
Councilor Meyer, 'Aye'  
Councilor Beaudreau, 'Aye'  
Mayor Ward, 'Aye'  
Motion passes 'unanimously'

### **REPORT & DISCUSSION ITEMS**

#### **4. GENERAL REPORTS**

- June Committee, Commission and Volunteer Reports.

Start Time: 7:11 p.m.

Discussion: The City Council discussed...

- Status of Audit Ad-Hoc and Budget Committees.

Comments: Councilor Beaudreau

#### **5. DEPARTMENT DIRECTOR UPDATES**

Start Time: 7:13 p.m.

Discussion: The Department Directors discussed...

- Cat 299D3 XL equipment arrival.
- Upcoming Chip Seal and Fog Seal projects.
- Miller Park play structure update.

- Upcoming Power of Florence event with the City sponsoring a raffle to raise funds for benches at Miller Park and painting of the Cat loader by children at Siuslaw Middle School.
- Upcoming street striping project on August 7<sup>th</sup>.
- Police Youth Academy graduation.
- Upcoming National Night Out event.
- Preparing for upcoming financial audit.
- Preparing for conversion of ERP (accounting).
- Transitioning to new telephone system on Tuesday evening.
- Reminder of Transportation System Plans update comments due on August 8<sup>th</sup>.
- Upcoming Transportation Committee meeting.
- Upcoming Planning Commission meeting.
- Gratitude to Block Party sponsors.
- Upcoming events at the Florence Events Center.
- Upcoming WIC mobile vaccination clinic at Florence Events Center.

Comments: PWD Miller, Police Chief Pitcher, ASD Baker, CDD FarleyCampbell, and ACM Messmer.

## 6. CITY MANAGER REPORT & DISCUSSION ITEMS

Start Time: 7:37 p.m.

Discussion: The City Council discussed...

- Upcoming City Meetings and Events.
- Upcoming Oregon City/County Management conference in Pendleton.

Comments: All Councilors present

## 7. CITY COUNCIL REPORT & DISCUSSION ITEMS

Start Time: 7:44 p.m.

Discussion: The City Council discussed...

- Being vigilant about counterfeit bills being passed in the community.
- Gratitude for the 4<sup>th</sup> of July and City Block Party events.
- Attending LaneACT meeting and hosting LaneACT in August.
- Upcoming EMAC Black and White event on August 19<sup>th</sup>.
- Meeting with Representative Val Hoyle.

Comments: All Councilors present

Meeting adjourned at 7:55 p.m.

**ATTEST:**

\_\_\_\_\_  
Rob Ward, Mayor

\_\_\_\_\_  
Lindsey White, City Recorder

DRAFT

*This document is supplemented by agenda packet materials, meeting materials distributed and electronic audio / video recordings of the meeting and may be reviewed upon request to the City Recorder.*

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**City of Florence  
City Council Work Session  
Florence City Hall  
250 Highway 101, Florence, Oregon  
Final Action Minutes  
July 26, 2023**

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Councilors Present: Mayor Rob Ward, Councilors Sally Wantz, Bill Meyer, Jo Beaudreau, and Robert Carp.

Councilors Absent: None.

Staff Present: City Manager Erin Reynolds, Assistant City Manager Megan Messmer, City Recorder Lindsey White, Public Works Director Mike Miller, Community Development Director Wendy FarleyCampbell, Police Chief John Pitcher, Police Officer Matt Braaten, and Code Enforcement Officer Dan Frazier.  
*(In person & Videoconference)*

Guests Present: City Attorney Ross Williamson and Edwin K Bed & Breakfast owner John Raleigh.

Handout: 7.26.23 City Council Meeting Base Presentation

**CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE**

Meeting called to order at 8:32 a.m.

**1. WORK SESSION TOPICS**

- **Parking Code Amendments:** As a continuation from the May 18, 2023 City Council Work Session, City Attorney Ross Williamson will present on proposed parking code amendments to Title 7 Chapter 1.
- **Tour of Coast Guard Road:** If time allows, the City Council will take a break and reconvene for a tour of Coast Guard Road Stabilization Project.

Start Time: 8:32 a.m.

Topic: The City Council participated in the introductions and agenda overview and held no additional discussions.

Start Time: 8:35 a.m.

Topic: Parking Code Amendments

Discussion: City Attorney Ross Williamson presented the Parking Code amendments to Title 7 Chapter 1 presentation.

Handouts: Staff Presentation

Discussion: The City Council discussed...

- Showing compassion to people in this situation and to people impacted by this situation.
- Understanding filing an appeal of vehicle impound with the Muni Court.
- Potential side effect of updated code is moving vehicles into new areas.
- Defining “returning to the same spot for 14 days.”
- Allowing spot signage restricting overnight camping.
- Having/not having the authority to require vehicle insurance.

Comments: All Councilors present.

Start Time: 9:33 a.m.

Topic: Mayor Ward introduced John Raleigh, owner of Edwin K Bed & Breakfast.

Discussion: Mr. Raleigh discussed...

- Allowing RV parking for 72 hours in front of his business and impact on business.
- Consider prohibiting camping in Urban Renewal areas.
- Port-a-potties in Old Town parking lot attracting transients.

Comments: All Councilors present.

Discussion: The City Council discussed...

- Regulating parking versus camping in vehicles.
- Extending RV parking restrictions in Old Town.
- Timing of remedy for Old Town parking restrictions.

Comments: All Councilors present.

Start Time: 9:58 a.m.

Topic: Review of Upcoming Agenda Items

Discussion: The City Council discussed...

- Upcoming City Meeting dates.

Comments: All Councilors present.

Meeting adjourned at 10:08 a.m.

**ATTEST:**

\_\_\_\_\_  
Rob Ward, Mayor

\_\_\_\_\_  
Lindsey White, City Recorder

DRAFT



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

**ITEM NO:** 6  
Meeting Date: August 7, 2023  
Department: City Manager

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**ITEM TITLE:** Department Director Updates

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

**ITEM NO:** 7  
Meeting Date: August 7, 2023  
Department: City Manager

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**ITEM TITLE:** City Manager Report & Discussion Items

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

**ITEM NO:** 8  
Meeting Date: August 7, 2023  
Department: City Council

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**ITEM TITLE:** City Council Reports & Discussion Items

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