



City of Florence

250 Hwy 101, Florence, OR 97439
www.ci.florence.or.us

January 21, 2022

Michael R. Crow
125 Central Ave., Ste 400
Coos Bay, OR 97420

Dear Mr. Crow,

Enclosed are copies of the signed Resolution and Approved Findings of Fact for your review. An "Agreement of Acceptance" of the conditions of approval is also enclosed which needs to be signed and returned before the decision is considered final. **Please sign and return the Agreement of Acceptance to the City of Florence, Community Development Department, 250 Highway 101, Florence, OR 97439.**

Please be advised that the decision may be appealed by all who provided testimony to the City Council pursuant to Florence City Code, Section 10-1-1-7. A notice of intent to appeal must be filed with the Community Development Department within twelve (12) calendar days after the notice of decision was rendered by Planning Staff, otherwise the decision shall be final. The decision is "rendered" with the mailing of this letter. In this case, the appeal period will end at 4pm on **February 2, 2022.**

If you have any questions, please feel free to call (541) 997-8237 or email planningdepartment@ci.florence.or.us.

Sincerely,

Wendy FarleyCampbell, AICP
Planning Director

Enclosures: Signed Resolution, Findings of Fact, and Exhibits
Agreement of Acceptance

Cc: Land Use File PC 21 37 CUP 04

Public Works
2675 Kingwood St.
(541) 997-4106

**City Manager /
City Recorder**
250 Highway 101
(541) 997-3437

**Community Development:
Planning & Building**
250 Highway 101
(541) 997-8237

**Finance /
Utility Billing**
250 Highway 101
(541) 997-3436

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

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



**FINDINGS OF FACT
FLORENCE PLANNING COMMISSION
Exhibit "A"**

Public Hearing Date: January 11, 2021 **Planner:** Wendy FarleyCampbell
Application: PC 21 37 CUP 04

I. PROPOSAL DESCRIPTION

Proposal: A conditional use with design review application to construct an addition consisting of 348 sq. ft. of office area and 538 sq. ft. of conference room area, remove the drive-thru window, add a portico, reface the exterior siding and reroof the existing mansard, add a stormwater treatment facility, revise parking layout, and revise landscaping in the Mainstreet District, Area "A."

Applicant: Michael R. Crow

Property Owners: Abel Insurance Agency

Location: Intersection of 9th Street and Hwy 101, west of Highway 101.

Site: Map #18-12-27-41, Tax Lot 07902

Comprehensive Plan Map Designation: Downtown

Zone Map Classification: Mainstreet Area "A" District (MSA)

Surrounding Land Use / Zoning:

Site: Abel Insurance Office/ Mainstreet Area "A" District (MSA)
North: Hotel / MSA
South: Gas Station / MSA
East: Dunes Village Shopping Center / Old Town Area "A"
West: Retail Sales (7-11) / Mainstreet Area "A" District

Streets / Classification:

East – Highway 101 / Major Arterial; South – alley; West – None; North – 9th Street / Collector

II. NARRATIVE:

This site is located at the S.W corner of Highway 101 and 9th St./Highway 126 at 875 Highway 101. The building was constructed in 1978 and received an interior remodel in the 90's and a minor exterior change in 2000. The property was rezoned in 2003 from Commercial to Mainstreet District to implement the Florence 2020 Comprehensive Realization Plan. With the change came application of the Downtown Architectural Design Standards, an appendix of the Comp Plan. These standards applied to the Old Town and Mainstreet Districts. In 2016 these standards were codified into the design review code, Title 10 Chapter 6.

There are a number of design elements on the existing building that do not meet the architectural standards. The proposal expands some of these non-compliant features. The expansion of 886 sq. ft. constitutes an expansion of 44.7% of the 1,980 sq. ft. building. Title 10 Chapter 8 states "Expansions larger than twenty five percent (25%) require a conditional use permit issued by the Planning Commission under the terms and conditions of Chapter 4 of this Title." Additionally, Title 10 Chapter 6 Section 3-A-1-b states, "Planning Commission/ shall: Unless otherwise directed by the underlying zoning district, or subsection (B) below, review the following through a Type III process consistent with FCC 10-1-1-6-3 prior to issuance of a building permit: b. Alterations to the exterior of non-residential structures or additions involving twenty-five percent (25%) or more of the floor area of a building" and improved north side parking were constructed.

The building previously included Umpqua Bank and later a film developing service. The insurance office does not have need for the drive-thru on the west side of the building and proposes removal of the window and reconstructing to match the remainder of the building's remodel. The addition is proposed adjacent to the Highway into existing landscaping and parking area. The proposal includes an extensive relandscaping project, retaining rhododendrons on the north and west, huckleberries and laurel on the north, escallonia on the south and west, and a wax myrtle on the west. Much of the remaining corner and western plants are being replaced, boulders relocated and trees added. The beds are mostly remaining in the same configuration excepting to add an ADA parking space adjacent to the addition and reorient the pedestrian walkway originating from the highway.

III. NOTICES & REFERRALS:

Notice: On December 22, 2021 notice was mailed to surrounding property owners within 300 feet of the property and signs were posted on the property. Notice was published in the Siuslaw News on December 31, 2021.

At the time of this report, the City had received no written comments on the application.

Referrals: Referrals were sent to the Florence Building and Public Works Departments, Florence Urban Renewal Agency, ODOT, and Siuslaw Valley Fire and Rescue.

At the time of this report, the City had received no referral comments on the application.

IV. APPLICABLE REVIEW CRITERIA

Florence City Code, Title 10:

Chapter 1:	Zoning Administration, Section 1-6-3
Chapter 3:	Off-Street Parking and Loading, Sections 2 through 5 & 7 through 10
Chapter 4:	Conditional Uses, Sections 3 through 11
Chapter 6:	Design Review, Sections 5-1 and 6
Chapter 8:	Nonconforming Lots and Uses, Section 2
Chapter 27:	Main Street Area A, Sections 2, 4 A through D2, 5-A thru 5-I
Chapter 34:	Landscaping, Sections 3 and 4
Chapter 35:	Access and Circulation, Sections 2-14 and 3
Chapter 37:	Lighting, Sections 2 through 4

V. FINDINGS OF FACT

FLORENCE CITY CODE

TITLE 10: CHAPTER 1: ZONING ADMINISTRATION

10-1-1-6-3: TYPE III REVIEWS – QUASI-JUDICIAL LAND USE HEARINGS:

A. Hearings are required for Type III (quasi-judicial) land use matters requiring Planning Commission review. Type III applications include, but are not limited to:

- 3. Modification of greater than 1,500 square feet or greater than 25% of the building square footage, whichever is less.**
- 7. Conditional Use Permits**

The applicant proposes modification of all of the walls and an 886 sq. ft. expansion on an existing building, a 44.7% expansion. The building's architecture is pre-existing non-conforming. The expansion of greater than 25% results in a need for a conditional use permit.

B. Notification of Hearing:

- 1. At least twenty (20) days prior to a Type III (quasi-judicial) hearing, notice of hearing shall be posted on the subject property and shall be provided to the applicant and to all owners of record of property within 100 feet of the subject property, except in the case of hearings for Conditional Use Permits, Variance, Planned Unit Development and Zone Change, which notice shall be sent to all owners of record of property within 300 feet of the subject property.**
 - a. Notice shall also be provided to the airport as required by ORS 227.175 and FCC 10-21-2-4 and any governmental agency that is entitled to notice under an intergovernmental agreement with the City or that is potentially affected by the proposal. For proposals located adjacent to a state roadway or where proposals are expected to have an impact on a state transportation facility, notice of the hearing shall be sent to the Oregon Department of Transportation.**
 - d. Notice shall be mailed to any person who submits a written request to receive notice.**

Notice of the application was provided to property owners within 300 feet of the subject property and posted on the property 21 days prior to the public hearing on December 22, 2021.

- 2. Prior to a Type III (quasi-judicial) hearing, notice shall be published one (1) time in a newspaper of general circulation. The newspaper's affidavit of publication of the notice shall be made part of the administrative record.**

Notice of the public hearing was published one time within the Siuslaw News on December 31, 2021. This criterion is met.

C. Notice Mailed to Surrounding Property Owners - Information provided:

1. The notice shall:

- a. Explain the nature of the application and the proposed use or uses which could be authorized;**
- b. List the applicable criteria from the ordinance and the plan that apply to the application at issue;**
- c. Set forth the street address or other easily understood geographical reference to the subject property;**
- d. State the date, time and location of the hearing;**
- e. State that failure of an issue to be raised in a hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision maker an opportunity to respond to the issue precludes further appeal based on that issue;**
- f. State that application and applicable criteria are available for inspection at no cost and will be provided at reasonable cost;**
- g. State that a copy of the staff report will be available for inspection at no cost at least 7 days prior to the hearing and will be provided at reasonable cost;**
- h. Include a general explanation of the requirements for submission of testimony and the procedure for conduct of hearings.**
- i. Include the name of a local government representative to contact and the telephone number where additional information may be obtained.**

Notice was mailed to all property owners within 300 feet of the proposed site. The notice contained all the required information listed in FCC 10-1-1-6-3-C. This criterion has been met.

D. Hearing Procedure: All Type III hearings shall conform to the procedures of Florence City Code Title 2, Chapters 3 and 10.

E. Action by the Planning Commission:

- 1. At the public hearing, the Planning Commission shall receive all evidence deemed relevant to the issue. It shall then set forth in the record what it found to be the facts supported by reliable, probative and substantive evidence.**
- 2. Conclusions drawn from the facts shall state whether the ordinance requirements were met, whether the Comprehensive Plan was complied with and whether the requirements of the State law were met.**
- 4. There is no duty upon the Planning Commission to elicit or require evidence. The burden to provide evidence to support the application is upon the**

applicant. If the Planning Commission determines there is not sufficient evidence supporting the major requirements, then the burden has not been met and approval shall be denied.

The Planning Commission held a public hearing per the procedures of FCC 2-3 and FCC 2-10. The Planning Commission held a duly-noticed public hearing on January 11, 2022 to consider the matter, evidence relevant to the issue, the facts within the record, and any applicable public testimony received.

- F. Notice of Decision by the Planning Commission: A notice of the action or decision of the Planning Commission, and right of appeal shall be given in writing to the applicant. Any party who testified either in writing or verbally at the hearing must provide a mailing address in order to be noticed. The notice may be served personally, or sent by mail. The notice shall be deemed served at the time it is deposited in the United States mail.**

Following a decision by the Planning Commission, notice of the action and decision will be mailed to the applicant and any party who has testified either in writing or verbally at the public hearing.

TITLE 10: CHAPTER 3: OFF-STREET PARKING AND LOADING

10-3-2: GENERAL PROVISIONS:

- B. At the time of new construction or enlargement or change in use of an existing structure within any district in the City, off-street parking spaces shall be provided as outlined in this Chapter, unless requirements are otherwise established by special review or City Council action. Additional parking spaces shall meet current code.**

The applicant has proposed enlargement of an existing structure. Parking existing and proposed shall meet the requirements for off street parking spaces.

10-3-3: MINIMUM STANDARDS BY USE: The number of required off-street vehicle parking spaces shall be determined in accordance with the standards in Table 10-3-1. Where a use is not specifically listed in this table, parking requirements are determined by finding that a use is similar to one of those listed in terms of parking needs, or by estimating parking needs individually using the demand analysis option described below:

- A. Parking that counts toward the minimum requirement is parking in garages, carports, parking lots, bays along driveways, and shared parking. Parking in driveways does not count toward required minimum parking.**

The applicant proposes parking spaces which are within marked off-street spaces in parking lots. The applicant, because of their zoning district, is also permitted to count adjacent on-street spaces along Highway 101 or 9th St. toward their minimum required parking. However, parking along these streets is not present. No parking in driveways has been proposed. These criteria are met.

10-3-4: MINIMUM REQUIRED PARKING BY USE: During the largest shift at peak season, fractional space requirements shall be counted as the next lower whole space (rounded

down). Square footages will be taken from the gross floor area (measurements taken from exterior of building). Applicants may ask the Planning Commission for a reduction for parking spaces as part of their land use application. The applicant will have to provide the burden of evidence to justify the reduction proposed. The Planning Commission and/or staff may require the information be prepared by a registered traffic engineer. Table 10-3-1 lists the minimum parking spaces required by use, with a minimum no less than two (2) spaces, plus additional space(s) as needed to meet the minimum accessible parking requirement.

Table 10-3-1, Minimum Required Parking By Use:

B. Institutions and Public Assembly Types:

Meeting rooms, private clubs and lodges	10 spaces plus 1 space per each 200 square feet of floor area over 1,000 square feet, except that on-street parking in non-residential areas within 800 feet of the main assembly room or building may be used toward fulfilling this requirement.
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C. Commercial and Retail Trade Types:

Offices	1 space per 400 sq. ft. floor area.
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The site presently contains 19 on-site vehicular parking spaces. Seven of these spaces are shared with 7-11 under a previous arrangement and land use approval. However, 7-11 has nine spaces on their property and needs seven under current code criteria (1/333 sq. ft). So, 7-11 has no code required need for those seven shared spaces on Abel's property.

The Abel Insurance building is presently 1,980 sq. ft., has 19 on-site spaces and needs 4 spaces for the current office use. The applicant proposes 886 square feet of new building space, of which 348 is office space and 538 is conference room space. They propose to remove one parking space. The office space requires one additional parking space. The conference room by code requires 10 spaces for the 538 sq. ft. (10/1000 sq. ft.) However, the conference room space is ancillary to the office use, whereby parking used by the office uses would support the conference room use (employee use of the conference room). Regardless the 5 office spaces and 10 conference room spaces are met with the 18 proposed on-site parking spaces. Not necessary, but if deducting the seven 7-11 shared spaces 11 on-site spaces remain with a deficit of 4 spaces. Additional on-street parking is available within 800 ft. behind the hotel northward on Oak St. and on 8th St. south of the site. This criterion is met.

10-3-5: VEHICLE PARKING - MINIMUM ACCESSIBLE PARKING:

- A. Accessible parking shall be provided for all uses in accordance the standards in Table 10-3-2; parking spaces used to meet the standards in Table 10-3-2 shall be counted toward meeting offstreet parking requirements in Table 10-3-1;**
- B. Such parking shall be located in close proximity to building entrances and shall be designed to permit occupants of vehicles to reach the entrance on an unobstructed path or walkway;**

- C. Accessible spaces shall be grouped in pairs where possible;
- D. Where covered parking is provided, covered accessible spaces shall be provided in the same ratio as covered non-accessible spaces;
- E. Required accessible parking spaces shall be identified with signs and pavement markings identifying them as reserved for persons with disabilities; signs shall be posted directly in front of the parking space at a height of no less than 42 inches and no more than 72 inches above pavement level. Van spaces shall be specifically identified as such.

Table 10-3-2 – Minimum Number of Accessible Parking Spaces Source: ADA Standards for Accessible Design 4.1.2(5)			
Total Number of Parking Spaces Provided (per lot)	Total Minimum Number of Accessible Parking Spaces (with 60" access aisle, or 96" aisle for vans*)	Van Accessible Parking Spaces with min. 96" wide access aisle	Accessible Parking Spaces with min. 60" wide access aisle
1 to 25	1	1	0

The site as proposed provides one ADA accessible parking spaces.

The ADA accessible parking space meet the minimum standards. The applicant proposes one 9' 6" wide parking space with one eight-foot-wide access aisle served with an adjacent pedestrian access, pavement marking, and signage. ADA sign installation and pavement markings are proposed to meet ORS 447.233 and ODOT standards. The minimum size standard for an ADA parking space is the minimum standard for a parking space within the City, 8'6" between striping, and, in this case, a 96" wide access aisle (8'). This criterion is met.

10-3-8: PARKING AREA IMPROVEMENT STANDARDS: All public or private parking areas, loading areas and outdoor vehicle sales areas shall be improved according to the following: All required parking areas shall have a durable, dust free surfacing of asphaltic concrete, cement concrete, porous concrete, porous asphalt, permeable pavers such as turf, concrete, brick pavers or other materials approved by the City. Driveways aprons shall be paved for the first fifty feet (50') from the street.

- B. All parking areas except those required in conjunction with a single-family or duplex dwelling shall be graded so as not to drain storm water over public sidewalks. All drainage systems shall be connected to storm sewers where available. Parking lot surfacing shall not encroach upon a public right of way except where it abuts a concrete public sidewalk, or has been otherwise approved by the City.

The applicant has proposed a commercial expansion. The parking areas are pre-existing and only one change is proposed adding 350 sq. ft. for the relocated ADA space. The proposed grading for the new ADA space is sloped .05" away from the building and is the same grade as the pedestrian was serving the parking space. No drainage is directed towards the Highway 101 sidewalk. This criterion is met.

- C. Parking spaces shall be located or screened so that headlights do not shine onto adjacent residential uses.**

There are no adjacent residential uses. This criterion is met.

- D. Except for parking areas required in conjunction with a single-family or duplex dwelling, all parking areas shall provide:**

- 1. A curb of not less than six inches (6") in height near abutting streets and interior lot lines. This curb shall be placed to prevent a motor vehicle from encroaching on adjacent private property, public walkways or sidewalks or the minimum landscaped area required in paragraph D2 of this subsection.**
- 2. Except for places of ingress and egress, a five foot (5') landscaped area wherever it abuts street right-of-way. In areas of extensive pedestrian traffic or when design of an existing parking lot makes the requirements of this paragraph unfeasible, the Planning Commission may approve other landscaped areas on the property in lieu of the required five foot (5') landscaped area. See also FCC 10-34-3-6 and -7 for parking lot landscaping standards.**

The site plan illustrates existing curbing extending along the perimeter of the parking lot and where resurfacing is proposed a curb will replace that removed. A 5' wide landscape area along the Highway 101 right-of-way is proposed along the new parking space and exists presently along Highway 101. The parking along 9th St. is pre-existing non-conforming although there is landscaping along 9th St. within the right of way meeting this requirement. The landscape beds extend into the street right-of-way. These criteria are met.

- E. No parking area shall extend into the public way except by agreement with the City.**

No on-site parking extends into the public right-of-way. This criterion is met.

- F. Except for parking in connection with dwellings, parking and loading areas adjacent to a dwelling shall be designed to minimize disturbance by the placement of a sight obscuring fence or evergreen hedge of not less than three feet (3') nor more than six feet (6') in height, except where vision clearance is required. Any fence, or evergreen hedge must be well kept and maintained.**

The parking area is not adjacent to a dwelling. This criterion is met.

- G. Lighting: Refer to Section 10-37 of this Title for requirements.**

The requirements of FCC 10-37 will be addressed later within this report.

- H. Except for single-family and duplex dwellings, groups of more than two (2) parking spaces shall be so located and served by a driveway that their use will require no backing movements or other maneuvering within a street right of way other than an alley.**

All parking is served by a driveway which will allow backing movements without the need to back into a street right-of-way. This criterion is met.

- I. Unless otherwise provided, required parking and loading spaces shall not be located in a required front or side yard.**

The zoning district in question does not require front or side yards, but does restrict parking lots from being placed in front of the buildings they serve. The existing building has two spaces in the front yard. They are removing one space and relocating one space to provide an ADA space adjacent to the door. The proposal reduces the pre-existing non-conforming parking. This criterion is met.

- J. Planning review is required for all parking lot construction or resurfacing.**

- K. A plan, drawn to a suitable scale, indicating how the off- street parking and loading requirements are to be met shall accompany an application for a building permit. The plan shall indicate in detail all of the following:**

- 1. Individual parking and loading spaces.**
- 2. Circulation area.**
- 3. Access to streets and property to be served.**
- 4. Curb cut dimensions.**
- 5. Dimensions, continuity and substance of screening, if any.**
- 6. Grading, drainage, surfacing and subgrading details.**
- 7. Obstacles, if any, to parking and traffic circulation in finished parking areas.**
- 8. Specifications for signs, bumper guards and curbs.**
- 9. Landscaping and lighting.**

The applicant has provided enough of the listed information regarding the proposed parking space to perform a review of the application.

10-3-9: PARKING STALL DESIGN AND MINIMUM DIMENSIONS: All off-street parking spaces (except those provided for single-family and duplex homes) shall be improved to conform to City standards for surfacing, stormwater management, and striping and where provisions conflict, the provisions of FCC Title 9 Chapter 5 shall prevail. Standard parking spaces shall conform to minimum dimensions specified in the following standards and Figures 10-3(1) and Table 10-3-3:

- A. Motor vehicle parking spaces shall measure nine (9) feet and six (6) inches wide by nineteen (19) feet long.**
- B. Each space shall have double line striping with two feet (2') wide on center.**
- C. The width of any striping line used in an approved parking area shall be a minimum of 4" wide.**

- D. All parallel motor vehicle parking spaces shall measure eight (8) feet six (6) inches by twenty-two (22) feet;
- E. Parking area layout shall conform to the dimensions in Figure 10-3(1), and Table 10-3-3, below;
- F. Parking areas shall conform to Americans With Disabilities Act (ADA) standards for parking spaces (dimensions, van accessible parking spaces, etc.). Parking structure vertical clearance, van accessible parking spaces, should refer to Federal ADA guidelines

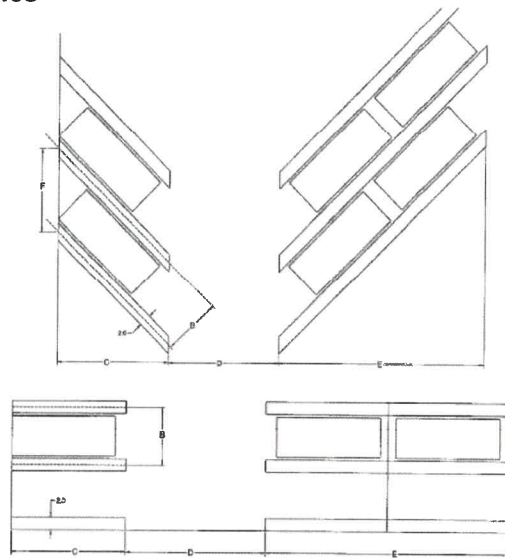


FIGURE 10-3 (1)

Table 10-3-3 - Parking Area Layout						
Space Dimensions in feet	Parking Angle <°	Stall Depth		Aisle Width		Curb Length (F)
		Single (C)	Double (E)	One Way (D)	Two Way (D)	
	30°	15.6	26.7	12	18	19.0
	45°	18.4	33.4	13	18	13.4
	60°	20	38.6	17	18	11.0
	70°	20.3	40.6	18	19	10.1
	80°	20	41.2	22	22	9.6
	90°	19	40.5	23	23	9.5

The relocated parking space for ADA usage is proposed to meet the striping standards. The parking lot needs to be striped as pavement markings are light or absent. The parking lots shall be striped to meet the standards in 10-3-9 (4" wide striping for parking spaces double-line striped, two feet on center) prior to issuance of the final building inspection. (Condition 4.1)

10-3-10: BICYCLE PARKING REQUIREMENTS: All new development that is subject to Site Design Review, shall provide bicycle parking, in conformance with the standards and subsections A-H, below.

- A. **Minimum Size Space:** Bicycle parking shall be on a two (2) feet by six (6) feet minimum.
- B. **Minimum Required Bicycle Parking Spaces.** Short term bicycle parking spaces shall be provided for all non-residential uses at a ratio of one bicycle space for every ten

vehicle parking spaces. In calculating the number of required spaces, fractions shall be rounded up to the nearest whole number, with a minimum of two spaces.

- D. **Location and Design.** Bicycle parking should be no farther from the main building entrance than the distance to the closest vehicle space other than handicap parking, or fifty (50) feet, whichever is less and shall be easily accessible to bicyclists entering the property from the public street or multi-use path.
- E. **Visibility and Security.** Bicycle parking for customers and visitors of a use shall be visible from street sidewalks or building entrances, so that it provides sufficient security from theft and damage;
- F. **Lighting.** For security, bicycle parking shall be at least as well lit as vehicle parking. Refer to Section 10-37 of this Title for requirements.
- G. **Reserved Areas.** Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.
- H. **Hazards.** Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards. If bicycle parking cannot be provided safely, the Planning Commission or Community Development Director may waive or modify the bicycle parking requirements.

The site plan does not propose bicycle parking spaces. Two bicycle spaces are required to meet the bicycle to vehicular parking ratio. The spaces shall meet the minimum size, location, design, security, and other requirements listed in FCC 10-3-10 (Condition 4.2) On January 11, 2022, the Planning Commission voted 6-1 to located the bicycle parking within the pavement area marked as '10' on Sheet A1 of Exhibit B. The applicant shall locate bicycle parking and expand the landscaping area within the area marked as '10' on Sheet A1 of Exhibit B. (Condition 4.3)

TITLE 10: Chapter 4: Conditional Uses

10-4-3: USE PERMIT PREREQUISITE TO CONSTRUCTION: When a conditional use permit is required by the terms of this Title, no building permit shall be issued until the conditional use permit has been granted by the Planning Commission, and then only in accordance with the terms and conditions of the conditional use permit. Conditional use permits may be temporary or permanent.

10-4-4: APPLICATIONS: The application for a conditional use permit shall be made in writing to the Planning Commission by the owner of the land in consideration or his agent, duly authorized in writing. The application shall include the following information:

- A. **Site and building plans and elevations.**
- B. **Existing conditions on the site and within three hundred feet (300') of a site that is one (1) acre or larger and within one hundred feet (100') from a site that is less than one (1) acres in size.**
- C. **Existing and proposed utility lines and easements.**

D. Operational data explaining how the buildings and uses will function.

E. Any other pertinent information requested by the Planning Commission such as architectural renderings of the buildings and structures involved in the proposed development.

10-4-5: PUBLIC HEARING AND NOTICE: The Planning Commission shall hold at least one public hearing on each conditional use permit application.

10-4-6: ACTION: The Planning Commission shall make specific findings for granting or denying a conditional use permit in accordance with the general criteria and/or conditions of Section 10-4-9 of this Title.

10-4-7: EFFECTIVE DATE: A conditional use permit shall become effective at the close of the appeal period.

The applicant submitted a request for review to expand the Abel Insurance building. The use is a permitted use but the building is pre-existing non-conforming and the expansion percentage of 44% requires a conditional use.

The Planning Commission held a hearing January 11, 2022. The Planning Commission made specific findings regarding the application for a conditional use permit according to the criteria as presented in these findings. The request for a conditional use permit is effective at the close of the appeal period.

10-4-8: EXPIRATION OF CONDITIONAL USE PERMIT:

A. Authorization of a conditional use permit shall be void one (1) year after the date of approval of a conditional use application, unless a building permit has been issued and substantial construction pursuant thereto has taken place. Substantial construction shall be considered to be completion of a building foundation. The applicant may apply to the Planning Commission for a one-time extension of one (1) year maximum duration based on compliance with the following criteria:

1. The request for an extension is made in writing prior to expiration of the original approval.

2. There are special or unusual circumstances that exist which warrant an extension.

3. No material changes of surrounding land uses or zoning has occurred. The Planning Commission may deny the request for an extension of a conditional use if new land use regulations have been adopted that affect the applicant's proposal. (Ord. 26, 2008)

Authorization of a conditional use permit shall be void one (1) year after the date of approval, January 11, 2023, unless a building permit is issued and substantial construction has taken place. (Condition 5.1)

10-4-10: GENERAL CRITERIA: A conditional use permit may be granted only if the proposal conforms to all the following general criteria: (Ord. 669, 5-17-82)

A. Conformity with the Florence Comprehensive Plan.

The proposed building expansion is in keeping with the adopted Florence Realization 2020 Comprehensive Plan in meeting many of the architectural requirements, eliminating the drive-thru, reducing the front yard setback, etc.

B. Compliance with special conditions established by the Planning Commission to carry out the purpose of this Chapter.

Special conditions of approval shall be established by the Planning Commission to carry out the purpose of this Chapter as well as the Florence Realization 2020 Comprehensive Plan. Review of the conditional use permit criteria are reviewed later in this report. Conditions as necessary are included.

C. Findings that adequate land is available for uses which are permitted outright in the district where the conditional use is proposed. Available land can be either vacant land or land which could be converted from another use within the applicable zoning district. Land needs for permitted uses may be determined through projections contained in the Florence Comprehensive Plan or other special studies.

The proposed project is an expansion of an existing use on an existing site. This criterion is met.

D. Conditional uses are subject to design review under the provisions of Chapter 6 of this Title, except single family and duplex residential use. (Ord. 625, 6-30-80) See Code Section 10-6-3 for Design Review requirements.

Design Review of the site will be addressed later in these findings.

E. Adequacy of public facilities, public services and utilities to service the proposed development.

The public facilities, services, or utilities necessary to service the proposed structure exist within the surrounding rights-of-way and serve the current structure. The public services available are adequate to service the proposed expansion.

F. Adequacy of vehicle and pedestrian access to the site, including access by fire, police and other vehicles necessary to protect public health and safety. (Ord. 669, 5-17-82).

The proposal does not restrict existing access for emergency vehicles. Redesign of the front entry as proposed provides covered access and a demarcated clear public entry point making it safer access and improves the accessibility to the site by emergency personnel and the public.

10-4-11: GENERAL CONDITIONS: The Planning Commission may require any of the following conditions it deems necessary to secure the purpose of this Chapter. Where a proposed conditional use is permitted in another district, the Planning Commission may apply the relevant development standards from the other district. In addition, conditions may be required by the Design Review Board. Such conditions may include: (Ord 625, 6-30-80; amd. Ord 669, 5-17-82)

A. Regulation of uses, special yard setbacks, coverage and height.

No special yard setbacks, coverage, or height will be required. Uses, yard setbacks, coverage, and height are addressed as part of review of FCC 10-10.

B. Requiring fences, walls, screens and landscaping plus their maintenance.

Landscaping and other screening will be addressed below under section FCC 10-34.

C. Regulation and control of points of vehicular ingress and egress.

Vehicles will continue to access the facility through the existing driveways. No modifications are proposed to the 9th St. access point and no new vehicular access is proposed. The building addition is to be constructed on the east side of the existing building. Access is further reviewed as part of staff review of FCC 10-35.

D. Regulation of noise, vibration, odors, and sightliness.

There will be noise, odors and vibration associated with the construction.

G. Regulation of hours of operation and duration of use or operation.

The applicant has not proposed a change to their hours of operation.

H. Requiring a time period within which the proposed use shall be developed.

As stated above and as part of Condition 5.1, this conditional use permit will be valid until one year from the date of approval unless a building permit has been issued or significant construction has taken place.

Unless otherwise specified, Conditions of Approval shall be completed prior to six months from the issuance of the Final Building inspection. (Condition 5.2)

I. Requiring bonds to insure performance of special conditions.

No bonds will be required to insure performance of special conditions.

J. Regulation of tree and vegetation removal to maintain soil stability, preserve natural habitat, protect riparian vegetation, buffer conflicting uses, and maintain scenic qualities.

The applicant proposes removal of vegetation for the placement of the addition. The applicant provided a sand management and erosion control plan with the building plan submittal and will be reviewed with the permit application process. (Informational 1)

K. Such other conditions as will make possible the development of the City in an orderly and efficient manner and in conformity with the intent and purpose of the Florence Comprehensive Plan.

The proposed use is not inconsistent with the Florence Comprehensive Plan and will not prevent the orderly and efficient development of the City.

TITLE 10: CHAPTER 6: DESIGN REVIEW

10-6-5: GENERAL CRITERIA: The Planning Commission or Planning Commission or their designee may require any of the following conditions it deems necessary to secure the purpose and intent of this Chapter. The Commission shall, consider the effect of its action on the availability and cost of needed housing. The Commission or their designee shall not use the requirements of this Section to exclude needed housing types. However, consideration of these factors shall not prevent the Commission or their designee from imposing conditions of approval if the costs of such conditions shall not unduly increase the cost of housing. The Commission or their designee shall have no authority to affect dwelling unit densities. The Commission or their designee shall consider the following criteria reviewing applications and may set conditions or standards which regulate and limit the following:

- A. Setbacks, yards, height, density and similar design features according to the underlying zoning district.**
- B. Lot area, dimensions and percentage of coverage according to the underlying zoning district.**

The requirements of the Mainstreet zoning district will be reviewed as part of review of criteria of FCC 10-27.

- C. Installation and maintenance of fences, walls, hedges, screens and landscaping according to standards set forth in FCC 10-34 Landscaping, and any requirements of the underlying zoning district.**

Landscaping will be reviewed as part of FCC 10-34.

- D. The location and design of access and egress points for vehicles and pedestrians, including access points along State highways according to standards set forth in FCC 10-35 Access and Circulation, and any requirements of the underlying zoning district.**

Access will be reviewed as part of FCC 10-35.

- E. Noise, vibration, smoke, dust, odor, light intensity and electrical interferences.**

No noise, vibration, smoke, dust, odor, light or electrical interference has been proposed nor will be permitted.

- F. Parking and outside display areas, dimensions, surfacing and on-site traffic circulation according to standards set forth in FCC 10-3 Parking and Loading.**

Parking has been addressed previously within this report.

- G. Architectural quality and aesthetic appearance, including compatibility with adjacent buildings.**

- H. Color, building materials and exterior appearance in accordance with the policies established by the City in the Downtown Implementation Plan, and in applicable zoning districts.**

Architectural quality and aesthetic appearance will be reviewed later within this chapter of staff review.

- I. Exterior lighting and security.**

Lighting will be reviewed as part of FCC 10-37.

- J. Public health, safety and general welfare.**

No proposed aspects of the building will adversely affect public health, safety, or general welfare.

- K. Provision of public facilities and infrastructure according to standards set forth in FCC 10-36 Public Facilities.**

- L. Requiring a time period within which the proposed use or portions thereof shall be developed.**

- M. Requiring bonds to insure performance of special conditions. (Ord. 625, 6-30-80)**

- N. Such other conditions as are necessary to implement policies contained in the Florence Comprehensive Plan. (Ord. 680, 1- 11-83)**

No bonds, timelines, or other conditions than those outlined in response to applicable criteria will be required.

10-6-6-1: BUILDING TYPE: These types of buildings currently exist within the applicable zoning districts and are compatible with each other, despite being different in their massing and form. The following building types are permitted in future development and infill. Other building types not listed which are compatible with the surrounding area and buildings and are compatible with the historic nature of the zoning district are also permitted. Not all types may be permitted or regulated in all zoning districts.

- A. Residential Type, single-family, duplex (attached & detached), or multi-family**
- B. Commercial Storefront Type**
- C. Mixed-Use House Type**
- D. Community Building Type**

The Abel Insurance building is a commercial office building constructed as a bank in a single story with mansard style popular with fast food and other commercial types in the 1960's and 70's. They are adding additional windows on the addition giving it more of a commercial storefront approach. The expansion is compatible with the building types such as the 7-11, hotel, vacant restaurant, and strip mall surrounding it and constructed in the same era.

10-6-6-2: BUILDING STYLE:

- A. Context: Each building or addition shall be designed within the context of its larger**

surroundings and environment in terms of overall street massing, scale and configuration.

- B. Historic Style Compatibility:** New and existing building design shall be consistent with the regional and local historical traditions. Where historic ornament and detail is not feasible, historic compatibility shall be achieved through the relation of vertical proportions of historic façades, windows and doors, and the simple vertical massing of historical buildings. Some examples of architectural styles currently or historically present in the Florence area are: Queen Anne, Shingle Style, Second Empire, Victorian, Italianate, Tudor Style, Craftsman Bungalow, American Foursquare, and Vernacular.

- 1. Existing buildings: Maintain and restore significant historic details.**
- 2. New Buildings: Design shall be compatible with adjacent historic buildings.**

The building was constructed in 1978 with an influence of Post-Modern design illustrated by the large pane windows, single story, mansard roof, and wide board and batten façade.

The architect appears to have attempted two things with the façade changes. First, he incorporates natural appearing façade materials with the rock base and residing with closer spaced bats. Second, he appears to continue post-modern theme into low slung building style by adding more large windows and creating a prominent building feature with the eastward covered portico addition. The metal roofing skinning the mansard roof design is being replaced and added onto the expansion.

The effort of incorporating closer spaced bats and natural stone base to replace the modern looking tile base and widely spaced bats goes further to meet the current code and coordinate with other similar styles existing in the Downtown plan designation. The combination is coordinated symmetrically and meets the criteria.

10-6-6-3: BUILDING FAÇADES:

- A. Horizontal Design Elements:** Multi-story commercial storefront buildings shall have a distinctive horizontal base; second floor; and eave, cornice and/or parapet line; creating visual interest and relief. Horizontal articulations shall be made with features such as awnings, overhanging eaves, symmetrical gable roofs, material changes, or applied fascia detail. New buildings and exterior remodels shall generally follow the prominent horizontal lines existing on adjacent buildings at similar levels along the street frontage. Examples of such horizontal lines include but are not limited to: the base below a series of storefront windows; an existing awning or canopy line, or belt course between building stories; and/or an existing cornice or parapet line. Where existing adjacent buildings do not meet the City's current building design standards, a new building may establish new horizontal lines.

The building is a single-story commercial office building with a proposed exterior remodel and expansion. The Highway 101 façade change incorporates a portico covered entrance on the east side of an expansion and resided building. The horizontal lines include the large paned windows, mansard roof angle and line and secondary material skirting the base of the building. Many of the adjacent buildings have similar horizontal lines such as the Safeway, Dunes Village Shopping Center and Bicycles 101. These criteria are met.

- B. Vertical Design Elements:** Commercial storefront building faces shall have distinctive vertical lines of emphasis spaced at relatively even intervals. Vertical articulations may be made by material changes, variations in roof heights, applied facia, columns, bay windows, etc. The maximum spacing of vertical articulations on long, uninterrupted building elevations shall be not less than one break for every 30 to 40 feet.

The architect has created vertical lines of emphasis on the south and east sides with addition of windows and the portico. The northern building wall presently has an articulation with the window in the offset on the eastern end. With the expansion of approximately 26 ft. to the current 30 ft. long of bare wall the area of the window is removed and the articulation requirement on the north street facing side is not met. The applicant shall incorporate at least one vertical line of emphasis along on the northern building wall so that no greater than a 40' length is without articulation. Articulations can include but are not limited to a material change, variation in roof height, applied facia, column, window or similar. (Condition 5.3)

- C. Articulation and Detailing:** All building elevations that orient to a street or civic space must have breaks in the wall plane (articulation) of not less than one break for every 30 feet of building length or width, as applicable, as follows:

1. Plans shall incorporate design features such as varying rooflines, offsets, balconies, projections (e.g., overhangs, porches, or similar features), recessed or covered entrances, window reveals, or similar elements that break up otherwise long, uninterrupted elevations. Such elements shall occur at a minimum interval of 30-40 feet. In addition, each floor shall contain at least two elements meeting the following criteria:
 - a. Recess (e.g., porch, courtyard, entrance balcony, or similar feature) that has a minimum depth of 4 feet;
 - b. Extension (e.g., floor area, porch, entrance, balcony, overhang, or similar feature) that projects a minimum of 2 feet and runs horizontally for a minimum length of 4 feet; and/or
 - c. Offsets or breaks in roof elevation of 2 feet or greater in height.
 - d. A "break," for the purposes of this subsection, is a change in wall plane of not less than 24 inches in depth. Breaks may include, but are not limited to, an offset, recess, window reveal, pilaster, frieze, pediment, cornice, parapet, gable, dormer, eave, coursing, canopy, awning, column, building base, balcony, permanent awning or canopy, marquee, or similar architectural feature.

Two sides of the building orient to a street. This policy has two criteria to meet, 1. Incorporate a design feature as listed in "1" above every 30-40 feet and 2. Each floor must contain two of the listed elements.

Criterion 1: This is conditioned earlier in "B" The first criterion is met as conditioned.

Criterion 2: This condition is met on the Hwy 101 frontage. The 9th St. façade is pre-existing non-conforming for the existing wall area which is the location of a storage room and restrooms. The

proposal includes an expansion of the pre-existing non-conforming wall by 30% to create a conference/meeting room. The criterion requires a 24" offset with one of the features listed. Meeting this criterion would require a shift in the pedestrian walkway north into the parking maneuvering area. The applicant seeks an expansion of the pre-existing non-conforming facade. Given the existing parking lot configuration and pedestrian walkway layout and the building architecture with a mansard roof line this expansion is warranted.

2. The Planning Commission, through Design Review, may approve detailing that does not meet the 24-inch break-in-wall-plan standard where it finds that proposed detailing is more consistent with the architecture of historically significant or historically-contributing buildings existing in the vicinity.

3. Changes in paint color and features that are not designed as permanent architectural elements, such as display cabinets, window boxes, retractable and similar mounted awnings or canopies, and other similar features, do not meet the 24-inch break-in-wall-plane standard.

4. Building elevations that do not orient to a street or civic space need not comply with the 24-inch break-in-wall-plan standard, but should complement the overall building design.

These criteria are met for the Highway 101 frontage and a conditional use for the pre-existing non-conforming 9th St. frontage is sought and granted.

10-6-6-4: PERMITTED VISIBLE BUILDING MATERIALS: Building materials which have the same or better performance may be substituted for the materials below provided that they have the same appearance as the listed materials.

A. Exterior Building Walls:

- 1. Lap siding, board and batten siding, shingles and shakes. Metal siding and vinyl siding shall not be permitted.**
- 2. Brick or stone masonry with a minimum 2 ½" deep solid veneer material.**
- 3. Cement-based stucco.**
- 4. Secondary materials: Any of the materials listed above as permitted may also be used as secondary materials or accents. In addition, the materials listed above are allowed as secondary materials, trims, or accents (e.g., flashing, wainscoting, awnings, canopies, ornamentation) when non-reflective and compatible with the overall building design, subject to approval.**

The applicant proposes to replace the wide board and bats with narrower bats and stone veneer wainscoting. The veneer is 2 ½" deep. The proposed building wall materials meet the criteria.

B. Roofs, Awnings, Gutters, and Visible Roofing Components:

- 1. Composition shingles, concrete, slate or cedar shingles, or concrete or clay tiles. Red composition shingle similar to the Kyle Building are encouraged.**
- 2. Standing seam roofing: copper, terne metal or coated metal.**

Elevations show replacement and expansion of the standing seam metal roofing. This criterion is met.

3. Gutters and downspouts: copper, terne metal, or coated metal.

The elevations include downspouts but not the material. The gutters shall be copper, terne metal, or coated metal. (Condition 5.4)

4. Single or multi-ply roofing, where visibly concealed.

Single-ply roofing is proposed behind the parapet. This criterion is met.

5. Glass, steel, wood or canvas fabric awnings.

6. Skylights: metal and wood framed glass and translucent polymer.

No awnings or skylights are illustrated on the elevations.

C. Chimney Enclosures: Brick, cement-based stucco, stone masonry or wood shingles.

No chimney enclosures are illustrated on the elevations.

D. Windows, Entrances, and Accessories:

- 1. Wood, vinyl or pre-finished metal frames and sashes.**
- 2. Glazed and unglazed entry doors shall be wood, pre-finished or coated metal or fiberglass.**
- 3. Solid wood or fiberglass shutters.**
- 4. The use of decorative detailing and ornamentation around windows (e.g., corbels, medallions, pediments, or similar features) is encouraged.**

Commercial grade aluminum windows and doors are proposed with wood trim. The windows are single pane with no visible framing or sashes. No decorative detailing or shutters are proposed.

E. Trellises, Decks, Stairs, Stoops, Porches, and Balconies

- 1. Architectural concrete, brick and stone masonry, solid wood or fiberglass columns, posts, piers and arches.**
- 2. Wood, brick, concrete and stone masonry decks, stoops, stairs, porches, and balconies.**
- 3. Solid wood, painted welded steel or iron trellises.**
- 4. Railings, balustrades, and related components shall be solid wood, painted welded steel or iron.**

The proposal includes a covered entrance with two pillars faced with stone veneer and wood. The criterion is met.

F. Landscape/Retaining Walls and Fences: Shall be subject to the FCC 10-34 and the following requirements:

- 1. Brick and stone masonry or precast concrete.**
- 2. Architecturally finished exposed concrete.**
- 3. Cement-based stucco over masonry or concrete substrate.**
- 4. Solid wood pickets, lattice and boards.**
- 5. Painted welded metal or iron.**

No walls or fencing is proposed. At such time the chain link trash enclosure fence is replaced it

shall be constructed of brick, stone, masonry, solid wood, or painted metal. (Informational 2)

G. Building and Site Material Colors: Color finishes on all building exteriors shall be approved by the City and be of a muted earth-tone coastal Pacific Northwest palette. Reflective, luminescent, sparkling, and “day-glow” colors and finishes are prohibited. The Planning Commission/Planning Commission or their designee may approve adjustments to the standards as part of a site Design Review approval.

The building is proposed to be painted slate green with a rock veneer wainscoting. The new roof is proposed to be standing seam metal. The color was not indicated. The wall colors as proposed are muted, earth toned and are colors found in the natural environment of the Pacific Northwest. The roof color shall be muted earth-tone coastal Pacific Northwest palette. (Condition 5.5)

10-6-6-5: MATERIAL APPLICATIONS AND CONFIGURATIONS:

A. Building Walls:

- 1. For each building, there shall be one single, clearly dominant exterior wall material and finish.**

Board and batten and rock siding are proposed, with the board and batten being the dominant material. This criterion is met.

- 2. Brick and stone front façades shall return at least 18” around side walls.**

The rock veneer wraps the entire building. This criterion is met.

- 3. Building walls of more than one material shall change along horizontal lines only, with a maximum of three materials permitted per façade.**

The building walls do not change materials except along the horizontal base. This criterion is met.

- 4. Heavier-appearing materials, such as stone, shall only be used below lighter-appearing materials, such as siding.**

The rock is being used along the base of all walls with a lighter lap siding above. This criterion is met.

- 5. Siding and shingles shall have a maximum 6” to the weather.**

Siding and shingles are not proposed.

- 6. 4” minimum width corner, skirt, rake and eave trim shall run the full height of each façade, flush, or protrude beyond the surrounding wall surface.**

Submittal A6 indicates a 4” trim. All but the window trims run their course to surrounding wall surfaces. These criteria are met.

- 7. Board and batten siding: battens shall be spaced a maximum of 8” on center.**

Board and batten are proposed to be spaced 16" on center for the exterior walls and 12" on center in the covered area under the portico. Staff has researched bat widths and finds that 12" is typical and has not found in any architectural criteria in multiple Oregon coastal sources that bat size is specified. While 8' spacing can appear monotonous on a building this size and length it may be sufficient on a store front. Staff recommends a larger spacing of up to 12" be approved. This dimension has been approved by the Planning Commission on other proposals such as Laurel Condominiums and most recently on the Meyer building at the corner of Kingwood and 2nd St. The board and battens shall be reduced to 12" on center. (Condition 5.6)

B. Roofs, Awnings, Gutters and Roofing Accessories:

- 1. Visibly sloped roofs shall pitch a minimum of 5:12 to a maximum 12:12 with symmetrical gable or hip configuration.**

No change to the mansard roof pitch is proposed.

- 2. Eaves shall be continuous except at sheds and dormers.**

Eaves are continuous. This criterion is met.

- 3. Shed roofs shall attach to the main building wall or roof ridge with minimum 3:1 slope.**

No shed roofs are proposed.

- 4. Flat roofs shall be concealed by cornices or parapets.**

Flat roof is concealed behind the parapet.

- 5. Gutters shall be round or ogee profile. Leaders shall be round or square.**

The elevations do indicate whether the visible drainage system is being replaced. All new gutters shall be round or ogee and leaders shall be round or square. (Condition 5.7)

- 6. All roof-mounted components such as mechanical equipment shall not be visible from street level public rights-of-way.**

The elevations indicate no changes to the existing concealed roof-mounted venting. Two new vents are proposed that will be concealed behind the parapet wall. This criterion is met.

- 7. Sloped roof eaves shall overhang exterior wall planes at least 12" and shall be visibly supported by exposed rafter ends or other compatible architectural detailing.**

The existing roof eaves from the mansard roofing overhang the wall by at least 12". There is no compatible architectural detailing appropriate for mansard roofing that meets the intent of this criterion. This criterion is found not applicable.

D. Visible Windows, Glazing, and Entrances:

1. **Windows shall be square and/or vertical rectangular shape with straight, bow, or arch tops.**

All windows are square shape with straight tops. The proposal meets this criterion.

2. **10% of total windows maximum on the public façade may be circular, hexagonal, octagonal or other window configurations.**

No windows of any other shape are proposed.

4. **Overhead doors shall not face the building's primary street façade or a major public right-of-way.**

No overhead doors are proposed.

7. **No single lite or glass panel visible from the street shall be greater than 24 square feet in area except in storefront glazing systems.**

No single window is proposed to be greater than 24 sq. ft. This criterion is met.

8. **Multiple vertical windows may be grouped in the same horizontal opening provided they are separated by 4" minimum width vertical trim.**

No window groupings are proposed. This criterion is met.

9. **Windows and doors in exterior walls shall be surrounded with 2 ½" minimum width trim applied flush or projecting beyond the finished wall surface.**

The applicant proposes windows and doors with 4" trim.

E. Visible Decks and Balconies: All balconies and decks attached to building faces, whether cantilevered or supported below or above, shall be visibly supported by vertical and horizontal elements such as brackets, columns, or beams. Exterior posts and columns, solid or encased, shall be minimum 5 ½" in cross-section.

F. Visible Landscape/Retaining Walls and Fences:

1. **Freestanding concrete and masonry walls shall be minimum 8" nominal thickness with a finished top course, cap, or other compatible termination.**
2. **Site wall materials should generally match or provide compatibility with the adjoining building materials.**
3. **Metal and iron fencing shall be configured in predominately vertical elements.**

No decks, balconies, retaining walls or fences are proposed. Columns are proposed for the portico that meet the 5 ½" in cross section. This criterion is met.

G. Mechanical Equipment:

1. **Building walls.** Where mechanical equipment, such as utility vaults, air compressors, generators, antennae, satellite dishes, or similar equipment, are permitted on a building wall that abuts a public right-of-way or civic space, it shall be screened pursuant with FCC 10-34. Standpipes, meters, vaults, and similar equipment need not be screened, but shall not be placed on a front elevation when other practical alternatives exist; such equipment shall be placed on a side or rear elevation where practical.
2. **Rooftops.** Except as provided below, rooftop mechanical units shall be setback and/or screened behind a parapet wall so that they are not visible from any public right-of-way or civic space. Where such placement and screening is not practicable, the City decision body may approve painting of the mechanical units in lieu of screening; such painting shall meet the standards of FCC 10-6-6-4-G above and shall make the equipment visually subordinate to the building and adjacent buildings, if any. These regulations do not apply to solar photovoltaic and solar thermal energy systems as allowed by HB 3516 on properties not listed in the Comprehensive Plan's Historic Inventory.
3. **Ground-Mounted.** Ground-mounted equipment, such as generators, air compressors, trash compactors, and similar equipment, shall be limited to side or rear yards and screened with fences or walls constructed of materials similar to those on adjacent buildings per FCC 10- 34-3-7. The City may require additional setbacks and/or noise attenuating equipment for compatibility with adjacent uses.

The application includes the screening of all mechanical equipment. These criteria are met.

10-6-10: LAPSE OF DESIGN REVIEW APPROVAL: Authorization of a design review permit shall be void one (1) year after the date of approval of a either a Type II or III design review application, unless a building permit has been issued and substantial construction pursuant thereto has taken place. Substantial construction shall be considered to be completion of a building foundation. The applicant may apply to the Planning Commission for a one-time extension of one (1) year maximum duration based on compliance with the following criteria:

- A. The request for an extension is made in writing prior to expiration of the original approval.
- B. There are special or unusual circumstances that exist which warrant an extension.
- C. No material changes of surrounding land uses or zoning has occurred.

The Planning Commission may deny the request for an extension of a design review permit if new land use regulations have been adopted that affect the applicant's proposal. (Ord 26, 2008)

The Design Review approval shall expire on January 11, 2023. (Condition 5.8)

TITLE 10: CHAPTER 27: MAINSTREET DISTRICT

10-27-4 Lot and Yard Dimensions

- A. Minimum Lot dimensions:** The minimum lot width shall be 25’.
- B. Minimum Lot Area:** The minimum lot area shall be 2500 square feet.

No changes to the lot dimensions or area are proposed.

- C. Lot coverage:** Up to a maximum of 90% lot coverage by buildings and other impervious surfaces.

The site plan illustrates the building coverage but no other impervious coverage. The applicant shall with the building permit application provide the total proposed lot coverage which shall not exceed 90%. (Condition 6.1)

- D. Yard Regulations: Area “A”:**

- 1. Front yards:** Front yards may vary from 0’ to 10’ from back of property line. Ten percent of the frontage, or a minimum of 6’, may be utilized for pedestrian walkways connecting to interior parking lots. Upper story windows, balconies, benches and tables and awnings may encroach into the sidewalk area as long as a minimum 8’ wide pedestrian way is maintained within the sidewalk area.
- 2. Side and rear yards:** Buildings may be zero lot line, provided that all Building Code requirements are met. In each block, there will be at least one opening for public access to interior parking lots. Where a commercial use abuts a residential district, a fifteen foot (15’) buffer may be required.

The applicant proposes to reduce the pre-existing non-conforming front yard setback from 25’ to @ 10’ along Highway 101 in the area of the expansion. There are no modifications to the side or rear yard setbacks. These criteria are met.

10-27-5 Site and Development Provisions

- A. Building or Structural Height Limitations**

Area “A”: Buildings shall be a minimum of 20’ in height. This measurement may include a building façade as opposed to a total building height of 20’. If a façade is used, it must be designed so that it is not readily apparent that it is only a façade. The maximum height shall be 38’ for a building or structure without an approved fire extinguishing system unless otherwise approved by the Planning Commission. The Planning Commission may allow heights up to 50 feet/four stories provided that: [...]

The building is pre-existing and no changes to the building height are proposed.

- B. Fences, Hedges, Walls and Landscaping:** Landscaping shall be in accordance with

FCC 10-34, except as modified by the following specific standards:

Area “A” as shown on the following page: A minimum of 10% landscaping is required. The calculation of the required minimum may include street trees installed and maintained by the applicant, planters and window boxes which are the property of the applicant/owner, as well as plantings within courtyard areas. All landscaping included within the 10% calculation must be installed and maintained by the applicant or his/her successors.

Interior parking lots may be separated from rear courtyards by walls, fences or hedges 4’ in height or less. Eating establishments may separate outdoor eating areas from parking lots and adjacent buildings or structures by a fence, wall or hedge not to exceed 6’ in height. Pedestrian walkways may be separated from abutting uses by plantings or fences which allow visual surveillance of the walkway and surrounding areas.

Where a commercial use abuts a residential district, see FCC 10-34-3-7-D.

The applicant proposes to remove @ 250 sq. ft. of landscaping to accommodate the building expansion and requisite shift of the parking eastward. New landscaping to include stormwater treatment in the form of a bio-swale is proposed along the Highway 101 and 9th St. frontages. Additional planting area shall be provided in the graveled medians if less than 10% landscaping is provided on site. (Condition 6.2)

C. Access and Circulation. Refer to Section 10-35 Access and Circulation of this Title for Requirements.

- 1. Access Management Plan: All access points to Highway 101 shall be governed by the Access Management Plan for Highway 101 in Downtown Florence.**

The applicant has not proposed modifications to their access or parking lots that would require the parking and street improvements seen in the Access Management Plan.

- 2. Sidewalks abutting buildings on Highway 101, Highway 126, and local streets within the Mainstreet District shall be at least 8’ in width, except collector streets within the Mainstreet District without on-street parking as described below. Sidewalk area beyond the standard 6’ sidewalk width may be surfaced with pavers, brick or other similar materials. Maintenance and repair of pavers, brick, etc. are the responsibility of the business/property owner.**
 - a. Sidewalks on collector streets within the Mainstreet District may be reduced to 6’ in width with 6’ of clear walkway if there is no on-street parking on that side of the street.**

The site abuts Highway 101 and 9th St. which is a collector. The building expansion area is along the Highway 101 frontage. The Revision Florence project included sidewalk improvements along Highway 101. 9th St. had no associated improvements. The applicant proposes a 44% expansion to the building thereby meeting the nexus to expand the sidewalk widths along Highway 101 and 9th St. Prior to final building inspections the applicant shall sign non-remonstrances for sidewalk widening to 8’ along Highway 101 and 6’ along 9th St. (Condition 6.3)

3. **Access to all floors of all commercial buildings and structures shall meet ADA requirements.**

ADA access is being improved at the north east corner of the building. This criterion is met.

D. Parking and Loading Spaces

Area "A": Parking spaces may be located on-street in front of the front yard of the lot (if approved by ODOT on Highways 101/126) and/or may be in interior shared parking lots within the block where the applicant's lot is located, or in a shared lot in another block. Business/property owners are strongly encouraged to cooperate in proposing joint parking agreement areas as part of development or redevelopment proposals. Parking will not be permitted in front yards. The Planning Commission may grant parking under a temporary arrangement if an interior or off-site shared parking lot is planned and approved, but not yet constructed, and/or may require the applicant or owner to sign a non-remonstrance agreement for parking improvements. Parking standards in Chapter 3 of this Title shall be used as a guideline for determining parking need.

Bicycle racks shall be provided either in the interior parking lot, or by an entrance if located outside the required minimum 6' pedestrian walkway.

Parking is discussed earlier. These criteria are met or conditioned to be.

- E. **Vision Clearance. Refer to Section 10-2-13 and 10-35-2-14 of this Title for definitions and requirements.**

Vision clearance will be addressed as part of staff review of FCC 10-35.

- F. **Signs. Shall be in accordance with Title 4 Chapter 7 of this Code. (Ord. 4, 2011)**

Signage will be addressed by the Building Permit Technician at the time of sign permit submittal. Wall signs are limited to 6% of the building wall space. (Informational 3)

- G. **Lighting. Street lighting, building lighting and lighting of parking lots and walkways shall conform to the following lighting standards:**

1. **Light fixtures shall conform to the lighting styles in the Architectural Guidelines.**
2. **Lighting shall be pedestrian scaled.**
3. **Refer to Section 10-37 of this Title for additional requirements.**
4. **Wiring for historic fixtures shall be underground. Other overhead wiring shall be placed underground, where possible.**

Street lighting along Highway 101 was upgraded through the Revision Florence project.

New can lighting is proposed under the eaves of the roof at the portico and the rear (western

door). These criteria do not apply.

Other lighting criteria will be addressed as part of staff review of FCC 10-37.

H. Design Review.

All uses except single family and residential duplex units shall be subject to Design Review criteria contained within FCC 10-6 to insure compatibility and integration with the Mainstreet character, and to encourage revitalization. Architectural design shall be reviewed against the Architectural Design code contained within FCC 10-6-6 to determine compatibility, with the exception of solar photovoltaic and solar thermal energy systems as allowed by HB3516.

Architectural design code has been addressed previously within this report.

I. Trash Enclosures.

All trash enclosures shall be located in side or rear yards, and shall be screened from street or pedestrian courtyard view with a permanent solid fence or wall at least 6' high. Service shall be from an abutting alley or interior parking lot where possible. Gates opening to non-street faces may be slatted chain link.

The trash receptacle is screened within a slatted chain link on the west side of the building. Timing of the replacement of the chain link fencing is discussed earlier.

J. General Provisions.

- 1. Outdoor storage of materials and display of merchandise for sale shall be subject to approval by the Planning Commission.**

Outdoor storage or display of merchandise for sale has not been proposed.

- 3. Any use allowed must not cause unreasonable odor, dust, smoke, noise, vibration or appearance.**

No unreasonable odor, dust, smoke, noise, vibration, or appearance has been proposed or will be permitted.

TITLE 10: CHAPTER 35: ACCESS AND CIRCULATION

10-35-2-9: Site Circulation: New developments shall be required to provide a circulation system that accommodates expected traffic on the site. Pedestrian and bicycle connections on the site, including connections through large sites, and connections between sites (as applicable) and adjacent sidewalks, trails or paths, must conform to the provisions in Section 10-35-3.

The applicant has provided drawings and descriptions of the circulation system designed to accommodate the expected traffic on site. The sidewalks, discussed earlier, are conditioned to meet the requirements. On-site pedestrian circulation is discussed below.

10-35-2-14: Vision Clearance: No visual obstruction (e.g., sign, structure, solid fence, or shrub vegetation) shall block the area between two and one-half feet (2 ½') and eight (8) feet in height in "vision clearance areas" on streets, driveways, alleys, mid-block lanes, or multi-use paths where no traffic control stop sign or signal is provided, as shown in Figure 10-35(4). The following requirements shall apply in all zoning districts:

- A. At the intersection of two (2) streets, minimum vision clearance shall be twenty feet (20').
- B. At the intersection of an alley or driveway and a street, the minimum vision clearance shall be ten feet (10').
- C. At the intersection of internal driveways, the minimum vision clearance shall be ten feet (10'). The sides of the minimum vision clearance triangle are the curb line or, where no curb exists, the edge of pavement. Vision clearance requirements may be modified by the Public Works Director upon finding that more or less sight distance is required (i.e., due to traffic speeds, roadway alignment, etc.). This standard does not apply to light standards, utility poles, trees trunks and similar objects. Refer to Section 10-2-13 of this Title for definition.

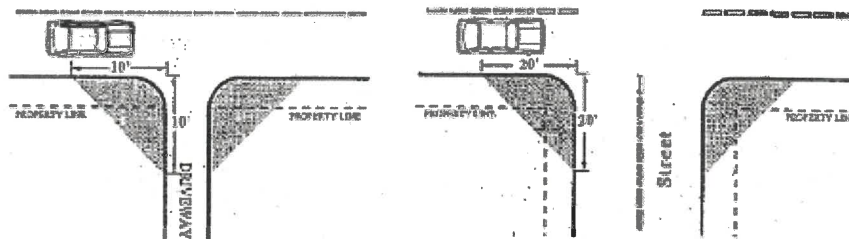


Figure 10-35(4): Vision Clearance Areas
(solid lines indicate curbs or edge of pavement)

The applicant shall provide appropriate vision clearance per FCC 10-35-2-14. (Condition 7.1)

10-35-3: PEDESTRIAN ACCESS AND CIRCULATION: All new development shall be required to install sidewalks along the street frontage, unless the City has a planned street improvement, which would require a non-remonstrance agreement.

10-35-3-1: Sidewalk Requirements:

- A. Requirements: Sidewalks shall be newly constructed or brought up to current standards concurrently with development under any of the following conditions:
2. Upon any redevelopment of property that expands the building square footage by 25% or more.

The applicant has proposed the new development of property and will be responsible for the bringing the Highway 101 and 9th St. sidewalks up to current standard of 8' width. The Revision Florence project was proposed to include this upgrade along Hwy 101. Non-remonstrances have been conditioned earlier.

10-35-3-2: Site Layout and Design: To ensure safe, direct, and convenient pedestrian circulation, all developments shall provide a continuous pedestrian system. The pedestrian system shall be based on the standards in subsections A - C, below:

- A. Continuous Walkway System.** The pedestrian walkway system shall extend throughout the development site and connect to all future phases of development, and to existing or planned off-site adjacent trails, public parks, and open space areas to the greatest extent practicable. The developer may also be required to connect or stub walkway(s) to adjacent streets and to private property with a previously reserved public access easement for this purpose in accordance with the provisions of Section 10-35-2, Vehicular Access and Circulation, and Section 10-36-2 Street Standards.
- B. Safe, Direct, and Convenient.** Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent streets, based on the following criteria:
- 1. Reasonably direct.** A route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for likely users.
 - 2. Safe and convenient.** Routes that are reasonably free from hazards and provide a reasonably direct route of travel between destinations.
 - 3. "Primary entrance" for commercial, industrial, mixed use, public, and institutional buildings** is the main public entrance to the building. In the case where no public entrance exists, street connections shall be provided to the main employee entrance.

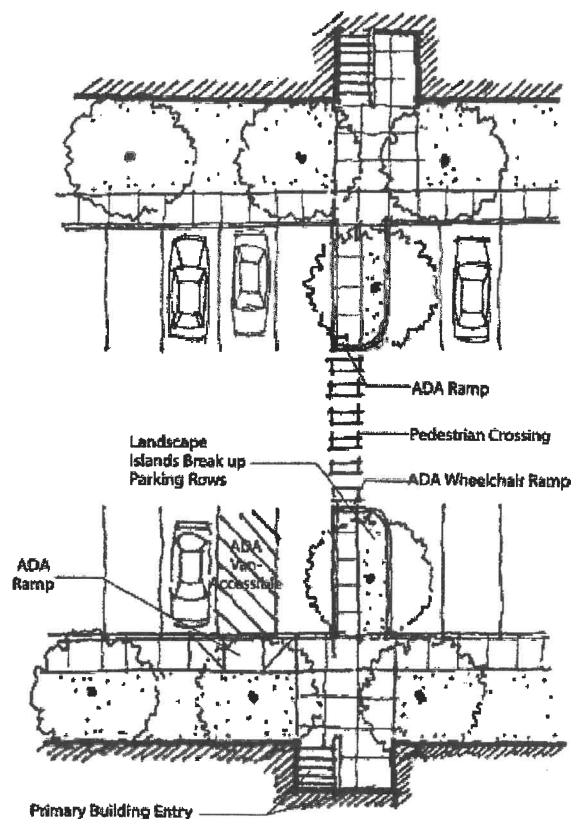
The site and landscaping plans illustrate revised pedestrian access from Hwy 101 to the new front door. Also, pedestrian access along the northern building walkway is extended east to the front door. And finally, pedestrian access is proposed to serve the ADA parking space along the eastern side of the building. All three of these connect to one another.

10-35-3-3: Walkway and Multi-Use Path Design and Construction: Walkways and multi-use paths shall conform to all applicable standards in subsections A - D, as generally illustrated in Figure 10-35(6):

- A. Vehicle/Walkway Separation.** Except for pedestrian crossings (subsection B), where a walkway abuts a driveway or street it shall be raised six (6) inches and curbed along the edge of the driveway/street. Alternatively, the decision body may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is protected from all vehicle maneuvering areas. An example of such protection is a row of decorative metal or concrete bollards designed to withstand a vehicle's impact, with adequate minimum spacing between them to protect pedestrians.

- B. **Pedestrian Crossing.** Where a walkway crosses a parking area, or driveway, it shall be clearly marked with contrasting paving materials (e.g., light-color concrete inlay between asphalt), which may be part of a raised/hump crossing area. Painted or thermo-plastic striping and similar types of non-permanent applications may be approved for crossings of not more than twenty-four (24) feet in length.
- C. **Width and Surface.** Walkway surfaces shall be concrete, asphalt, brick/masonry pavers, or other durable surface, as approved by the Public Works Director, at least five (5) feet wide, without curb. Multi-use paths (i.e., for bicycles and pedestrians) shall be concrete or asphalt, at least ten (10) feet wide. (See also, Section 10-36-2)
- D. **Accessible routes.** Walkways and multi-use paths shall conform to applicable Americans with Disabilities Act (ADA) requirements. The ends of all raised walkways, where the walkway intersects a driveway or street shall provide ramps that are ADA accessible, and walkways shall provide direct routes to primary building entrances.

Figure 10-35(6):
Pedestrian Walkway Detail (Typical)



The pedestrian path abutting the northern building wall is proposed to continue the pre-existing non-conforming 4' width along the new building frontage. The new ADA path along the eastern wall and the ped path extending from the Highway are both proposed to be 5' wide. The highway path does not need a curb and the path along the eastern building wall serves the perpendicular oriented ADA parking space and a curb would not be appropriate. All are proposed to be hard surfaced.

TITLE 10: CHAPTER 34: LANDSCAPING

10-34-3: LANDSCAPING

10-34-3-1: Applicability. Except for single-family and duplex dwelling uses, this Section shall apply to all new development as well as changes of use and expansions as described below, and shall apply in all districts except where superseded by specific

zoning district requirements. These provisions shall be in addition to the provisions of FCC Title 9 Chapter 5 and where there are conflicts, the provisions of Title 9 Chapter 5 shall prevail.

B. For modifications or additions to existing development, landscaping shall be brought up to current code requirements in the same proportion as the increase in use and/or building size. (Ord. 4, 2011)

The site was developed long before the requirement for landscaping. The required landscape improvements shall be proportionate to a 44% percent increase.

10-34-3-2: Landscaping Plan Required. A landscape plan is required. All landscape plans shall include the following information:

A. The location and height of existing and proposed fences and walls, buffering or screening materials.

B. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas.

C. The location, size, and species of the new proposed plant materials (at time of planting).

D. The location(s) of areas where existing vegetation will be cleared and the location(s) of areas where existing vegetation will be preserved, delineated on a recent aerial photo or site plan drawn to scale.

E. Existing and proposed building and pavement outlines.

F. Specifications for soil at time of planting, irrigation and anticipated planting schedule.

G. Other information as deemed appropriate by the City Planning Official.

The applicant provided a landscape plan with the above information.

10-34-3-3: Landscape Area and Planting Standards. The minimum landscaping area is 15% of the lot area, unless specified otherwise in the applicable zoning district for the proposed use. This required minimum landscaping area may be reduced if preservation credits are earned as specified in Section 10-34-2-4.

The Mainstreet District requires 10% landscaping and evidence of this requirement is conditioned earlier.

A. Landscaping shall include planting and maintenance of the following:

1. One tree per 30 lineal feet as measured along all lot lines that are adjacent to a street.

2. Six shrubs per 30 lineal feet as measured along all lot lines that are adjacent to a street.
3. Living plant materials shall cover a minimum of 70 percent of the required landscape area within 5 years of planting.
4. Except for preservation of existing significant vegetation, the required plant materials on-site shall be located in areas within the first 20 feet of any lot line that abuts a street. Exceptions may be granted where impracticable to meet this requirement or the intent is better served. Required trees may be located within the right-of-way and must comply with Section 10-34-4. Plant materials may be installed in any arrangement and do not need to be equally spaced nor linear in design. Plantings and maintenance shall comply with the vision clearance standards of FCC 10-35-2-13.
5. Pocket-planting with a soil-compost blend around plants and trees shall be used to ensure healthy growth.

The site is a corner lot and thus has 143' linear feet of street frontage along 9th St. and 155' along Highway 101, for a total of 298', generating a requirement for 10 trees and 60 shrubs. The applicant provided an existing and proposed landscaped plan. Sometime between 2008 and 2012 the broadleaf evergreen along Highway 101 was removed. No other trees appear to have been on the site. The site therefore has a pre-existing non-conforming deficit of 9 trees. The 44% addition generates a requirement to add four trees. The landscape plans include a plan to plant 5 deciduous maple trees. This meets the requirement for the increase and replanting the missing evergreen tree. The existing landscape plan appears to illustrate 50 existing shrubs, thereby confirming a pre-existing non-conforming deficit of 10 shrubs. The 44% additional generates a requirement to add five shrubs. The proposal includes a plan to add 84 shrubs. Some of these species will be substituted with a bio-swale. Regardless the additional will far exceed the required five additional shrubs. Pocket planting is proposed. These criteria are met.

10-34-3-4: Landscape Materials. Permitted landscape materials include trees, shrubs, ground cover plants, non-plant ground covers, existing native vegetation, outdoor hardscape features and storm water features, as described below.

A. Plant Selection. A combination of deciduous and evergreen trees, shrubs, and ground covers shall be used, consistent with the purpose of this Chapter. A suggested Tree and Plant List for the City of Florence and the Sunset Western Garden Book are available at City Hall. The selection of plant and tree species shall be based upon site conditions such as wind and sun exposure, space limitations, water availability, and drainage conditions. The use of indigenous plants is encouraged, and may be required where exposure, slope or soil conditions warrant.

1. **Ground Cover.** Ground cover may consist of separate plants or mowed grass turf. Ground cover plant species shall meet the following minimum standards: plants from 4-inch pots shall be spaced a maximum of 18 inches measured on center, and 1-2 gallon size plants shall be spaced a maximum of 3 feet measured on center.
2. **Shrubs.** Shrub plant species shall be planted from 3 gallon containers unless

otherwise specified in the Tree and Plant List for the City of Florence.

3. **Trees.** Evergreen and deciduous tree species shall meet the following minimum standards: deciduous trees shall be a minimum of 1 ¾ inch caliper (diameter) measured 6 inches above grade, and evergreen trees shall be a minimum of 5 feet tall (Nursery Grade 5/6).

4. **Non-plant Ground Covers.** Bark dust, chips, aggregate, or other non-plant ground covers may be used. Non-plant ground cover located adjacent to pedestrian ways shall be confined to the material within the planting bed to avoid safety hazards by edging 4 inches above-grade or recessing from grade. Non-plant ground covers cannot be a substitute for ground cover plants.

The plants proposed to be installed meet the sizing criteria. These criteria are met.

D. **Storm Water Facilities.** Storm water facilities, such as detention/retention ponds and swales shall be landscaped. Landscaped bio-swales are encouraged and shall count toward meeting the landscaping requirement of this section if they are designed and constructed in accordance with the standards specified in Title 9 Chapter 5, and approved by the Public Works Department. Storm water facilities shall be landscaped with water-tolerant, native plants.

The site plan and landscaping plans include provision of a stormwater swale east of the proposed expansion adjacent to the highway. It is unclear whether both the new roof area and parking area are both draining to the facility and calculations were not provided. The system includes an overflow that presumably outfalls to the catch basin in the vacated alley south of the site. The storm system meets the setback requirements for both the building and adjacent property lines and the dimensional requirements for zones "A" and "B". No planting schematic was provided. The stormwater system shall be constructed and planted to the Stormwater Design Standards and calculations using the Simplified Method shall be provided evidencing the system meets the required capacity. (Condition 7.2)

10-34-3-5: Irrigation. Permanent, underground irrigation is required for all landscaping, except existing native vegetation that is preserved in accordance with the specifications of Section 10-34-2-2 and new drought tolerant plants which must have temporary irrigation for plant establishment. All irrigation systems require an irrigation permit and shall be installed with a backflow prevention device per FCC 9-2-3-5.

10-34-3-8: Maintenance. If the plantings fail to survive, the property owner shall replace them with an equivalent specimen (i.e., native Rhododendron replaces native Rhododendron, evergreen shrub replaces evergreen shrub, deciduous tree replaces deciduous tree, etc.) within six (6) months of their dying or removal, whichever comes first. All man-made features required by this Code shall be maintained in good condition, or otherwise replaced by the owner within six (6) months of any such feature being removed or irreversibly damaged (whichever comes first).

Irrigation is proposed. This criterion is met.

TITLE 10: CHAPTER 37: LIGHTING

10-37-2: APPLICABILITY: Section 10-37 applies to installation of all lighting fixtures as of the effective date of this Ordinance, except as exempted by provision of this Ordinance. Devices include but are not limited to, lights for: buildings and structures, recreational areas, parking lot and maneuvering areas, landscape areas, streets and street signs, product display areas, building overhangs and open canopies, holiday celebrations, and construction lights.

B. Major Additions or Alterations - If a major addition occurs on a property, lighting for the entire property shall comply with the requirements of this Code. For purposes of this section, the following are considered to be major additions:

1. Additions of 26 percent or more in terms of additional dwelling units, gross floor area, seating capacity, or parking spaces, either with a single addition or with cumulative additions after the effective date of this Ordinance.
2. Single or cumulative additions, modification or replacement of 25 percent or more of installed exterior lighting luminaires existing as of the effective date of this Ordinance.
3. Existing lighting on sites requiring a conditional use permit or variance after the effective date of this ordinance.

10-37-3: LIGHTING PLANS REQUIRED: All applications for building permits and land use planning review which include installation of exterior lighting fixtures, not exempted, shall include the number of luminaires, the number of lamps in each luminaire, a photometric report for each type of luminaire and a site plan with the photometric plan of the lumen output.

The City shall have the authority to request additional information in order to achieve the purposes of this Ordinance.

The applicant proposed can lights in the soffits at the new entry and the rear door. These criteria are met. No other lights exist on the site.

10-37-4: LIGHTING STANDARDS:

- A.** All exterior lighting fixtures subject to this code section must be designed as a full cut-off fixture or have a shielding method to direct light emissions downward below the horizontal plane onto the site and does not shine illumination or glare skyward or onto adjacent or nearby property.

The applicant shall ensure that lighting fixtures do not project light skyward or onto adjacent or nearby property. (Condition 8.1)

- B.** Parking areas shall have lighting to provide at least two (2) foot-candles of illumination at any point in the entire lot with a maximum of five (5) footcandles over

parking spaces and walkways. The Design Review Board may decrease the minimum if the applicant can provide documentation that the overall parking lot has adequate lighting. The Design Review Board may increase the maximum on a case-by-case basis, with no greater than 7 foot-candles measured directly under the light fixture.

The parking areas are adequately served by the adjacent street lights and no parking lot lighting exists on the site.

- C. Lighting in or adjacent to residential zones or residential uses shall not exceed twenty feet in height as measured from the adjacent grade to the top of the light fixture. Heights in other zoning districts shall not exceed 25 feet unless the Design Review Board adopts findings that the higher light fixtures are necessary to achieve proper illumination levels.**

The site is within a mixed-use district, and does not abut a residential district or approved residential use.

- D. Main exterior lights for commercial, institutional, and industrial buildings, landscaping and parking lots shall be extinguished at end of business hours with a minimum lighting remaining for personal and building security and safety after hours.**
- E. A thirty-day review period beginning with the first day in business using the new lighting system shall be required to evaluate and adjust illumination levels of lighting. The City may ask for lighting to be adjusted in this time period based on public comments or staff inspections.**

Main lights shall be extinguished at the end of work hours. A minimum amount of lighting may remain on if needed due to security issues. (Condition 8.2)

Lighting will be reviewed during a 30-day review period following the issuance of a Certificate of Occupancy. Should the proposed lighting not meet the requirements of FCC 10-37, staff may require the lighting to be adjusted.

- F. All externally lit commercial signs should shine from the top and point down toward the ground. Signs with uplighting must be shielded so that illumination is restricted to the sign face and glare is eliminated.**

No sign lighting is proposed.

- G. Lighting for roadway signs and pedestrian ways must be designed or have an opaque shielding method to direct light emissions downward and below the horizontal plane of the fixture in the permanently installed position.**

Roadway and pedestrian way lighting is not proposed on the site plan.

VI. CONCLUSION

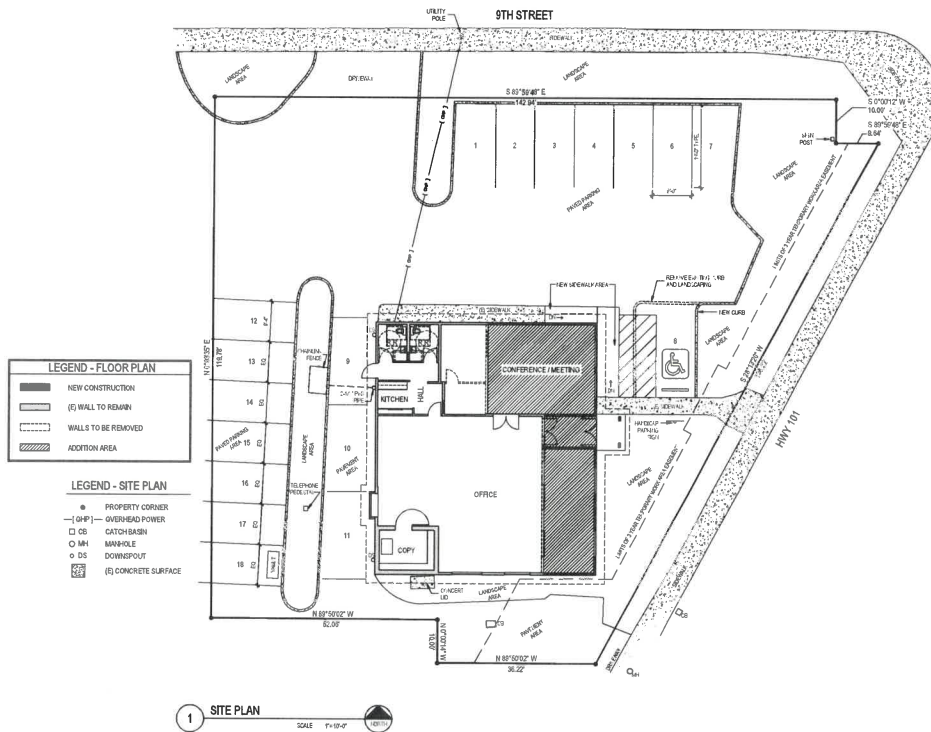
VII. The proposed application meets the requirements of City Code with conditions.
EXHIBITS

"A" Findings of Fact
"B" Site Plans
"C" Floor Plan
"D" Landscape and Stormwater Plans
"E" Architectural Details
"F" Building Fascia Plans
"G" Lighting

CS

SCALE	NTG
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EXHIBIT B



AREA	
EXISTING BUILDING	1900 S.F.
ADDITION	+210 S.F.
TOTAL	2110 S.F.

OCCUPANT LOAD AREA	
OFFICE (INCLUDES COPY)	1704 S.F. = 150 + 11.8
CONFERENCE	718 S.F. = 15 + 47.8
TOTAL	58.5 USE 60

EXITS REQUIRED	
1 FROM MEETING / CONFERENCE	
2 FROM BUILDING	
MINIMUM DISTANCE BETWEEN EXITS	37.5 FEET (75' = 2 x 37.5')
DISTANCE PROVIDED	40.0 FEET

PARKING	
REQUIRED	1 PER 400 S.F. PLUS 10 FOR MEETING ROOM
OFFICE	1900 S.F. = 400 = 4.5
CONFERENCE / MEETING	+10
TOTAL REQUIRED	15
TOTAL PROVIDED	10

NOTE: 7 SPACES SHARED WITH SEVEN ELEVEN

CONSTRUCTION MADE
BY
CROW/COPY & ASSOCIATES INC.
ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS
1000 N. 10TH ST.
FLORENCE, SC 29501
TEL: 843/666-1000
WWW.CC&A.COM

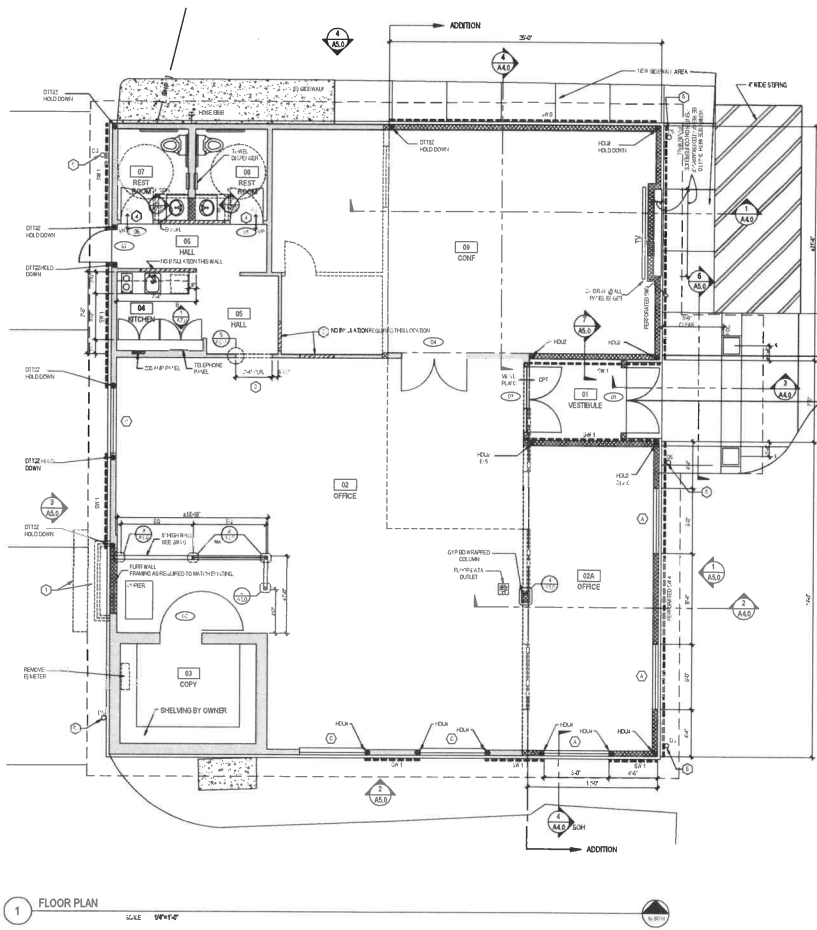
REGISTERED ARCHITECT
CROW/COPY & ASSOCIATES INC.
CONSTRUCTION
7% OF GROSS

ABEL INSURANCE
OFFICE ADDITION & REMODEL
875 HWY 101
FLORENCE, SC

REVISIONS	DATE	BY	APP
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ECT NO	19050



Exhibit E

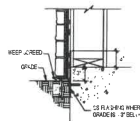
CONTRACTOR: HARRY ABEL INSURANCE AGENCY
ARCHITECT: HARRY ABEL INSURANCE AGENCY
LAND USE AND INTERIORS

REGISTERED ARCHITECT
STATE OF OREGON

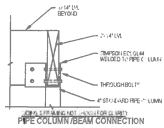
HARRY ABEL INSURANCE AGENCY
OFFICE ADDITION & REMODEL
875 HWY 101
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REVISED
DATE
BY
PROJECT NO.
AUGUST 2020
19990

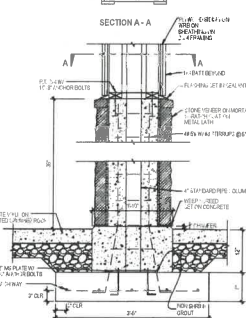
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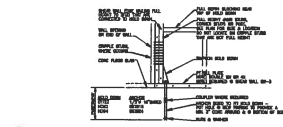
10 SS FLASHING DETAIL
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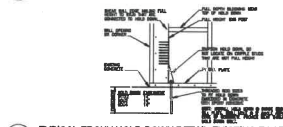
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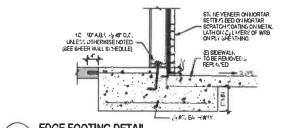
6 COLUMN DETAIL
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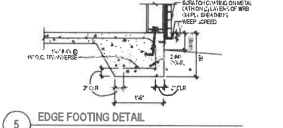
9 TYPICAL HOLD DOWN DETAIL-NEW FOOTING
SCALE: 3/4" = 1'-0"



8 TYPICAL EPOXY HOLD DOWN DETAIL-EXISTING FOOTING
SCALE: 3/4" = 1'-0"



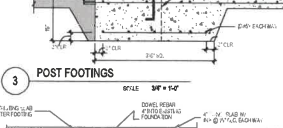
7 EDGE FOOTING DETAIL
SCALE: 3/4" = 1'-0"



5 EDGE FOOTING DETAIL
SCALE: 3/4" = 1'-0"



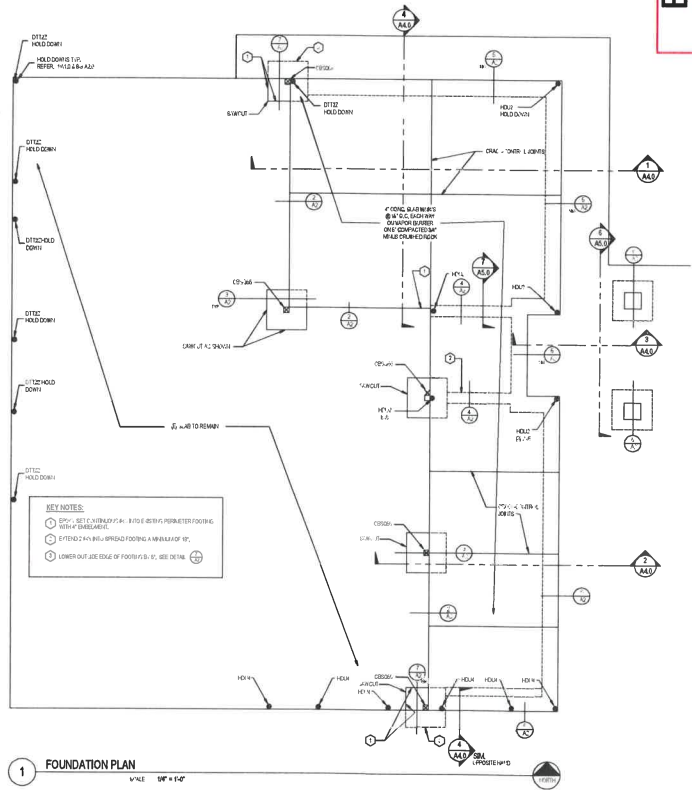
4 THICKENED FOOTING @ SHEAR WALL
SCALE: 3/4" = 1'-0"



3 POST FOOTINGS
SCALE: 3/4" = 1'-0"



2 SLAB CONNECTION
SCALE: 3/4" = 1'-0"



1 FOUNDATION PLAN
SCALE: 3/4" = 1'-0"

KEY NOTES:
1. EPOXY: SET IN TYPICAL 1/4" DIA. BUSHING WITH EPOXY RESIN.
2. EPOXY: SET IN TYPICAL 1/4" DIA. BUSHING WITH EPOXY RESIN.
3. LOWER OUTSIDE EDGE OF FOOTING IS 1/4" DIA. SEE DETAIL.

EXHIBIT E



HARRY ABEL INSURANCE AGENCY
OFFICE ADDITION & REMODEL

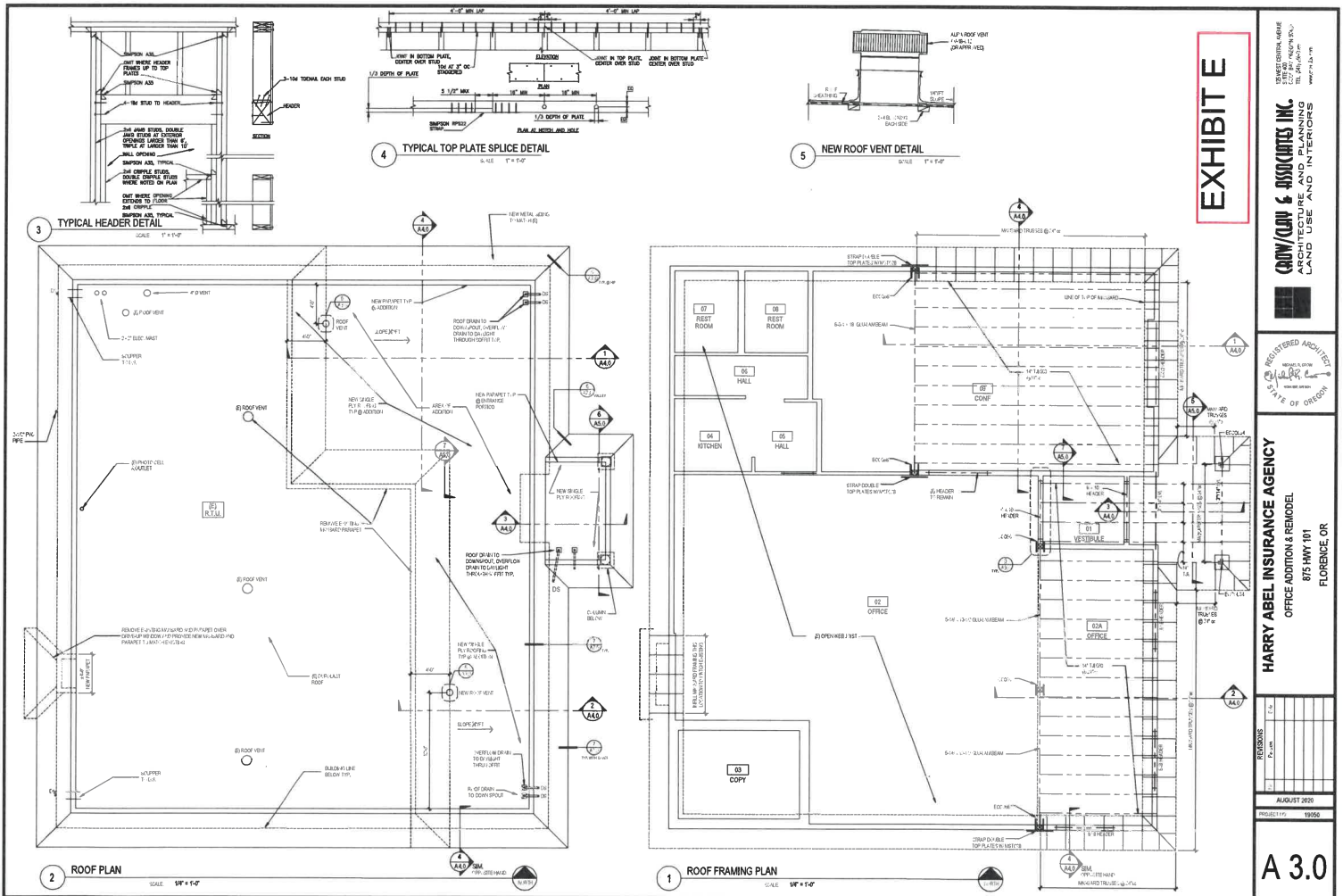
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PROJECT #	19050
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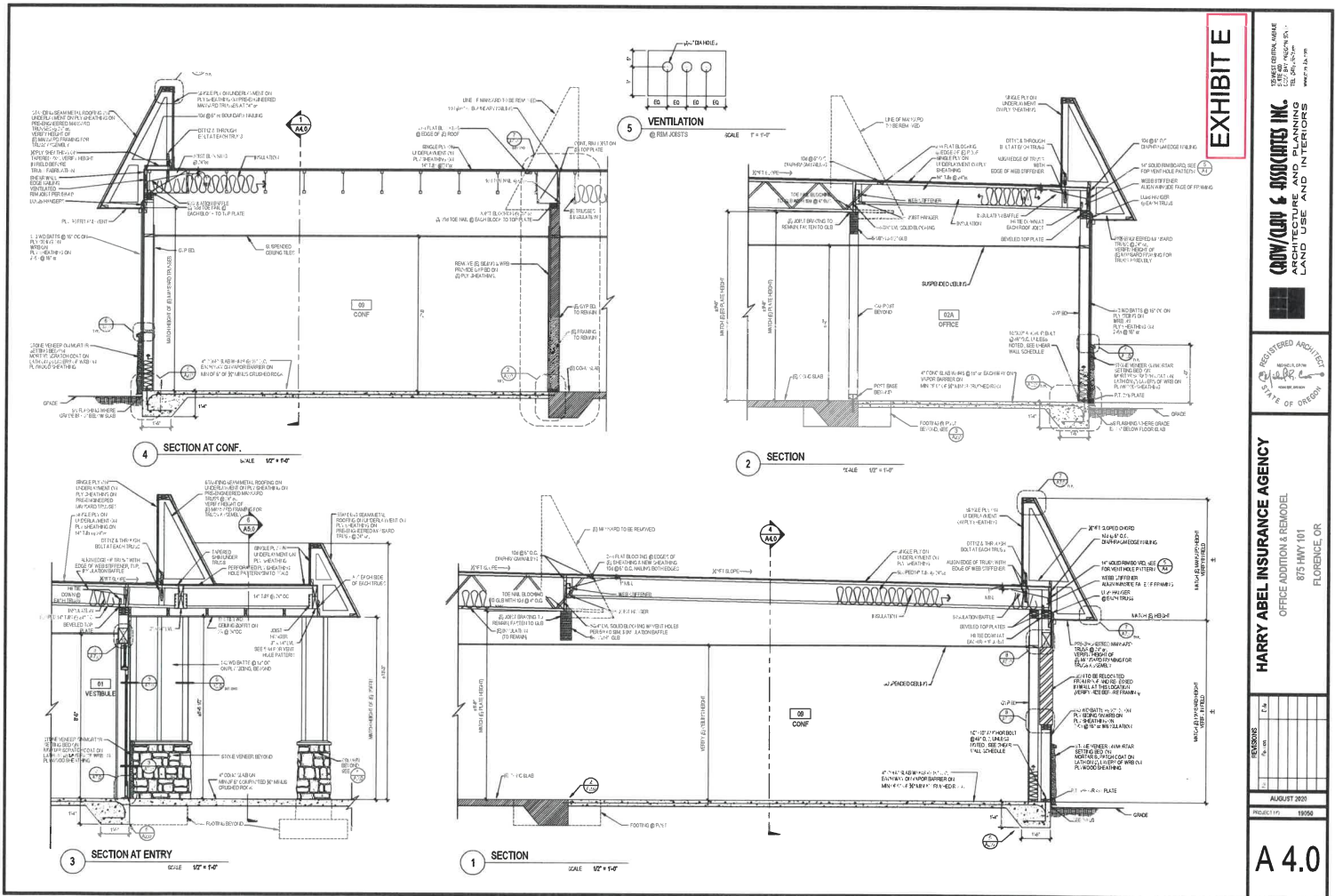


EXHIBIT E

CROW/DAW & ASSOCIATES INC.
 ARCHITECTURE AND PLANNING
 LAND USE AND INTERIORS

HARRY ABEL INSURANCE AGENCY
 OFFICE ADDITION & REMODEL
 875 MAY 1ST
 FLORENCE, OR

REVISIONS
 NO. DATE BY
 1 AUGUST 2021
 PREPARED BY 19066

A 4.0

EXHIBIT E



HARRY ABEL INSURANCE AGENCY
OFFICE ADDITION & REMODEL
875 HWY 101
FLORENCE, OR

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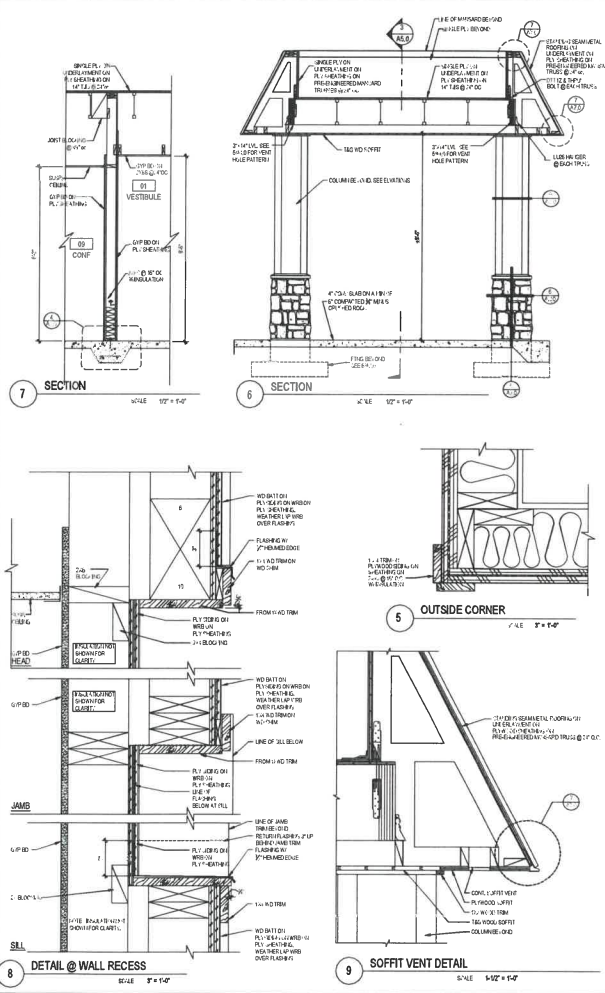
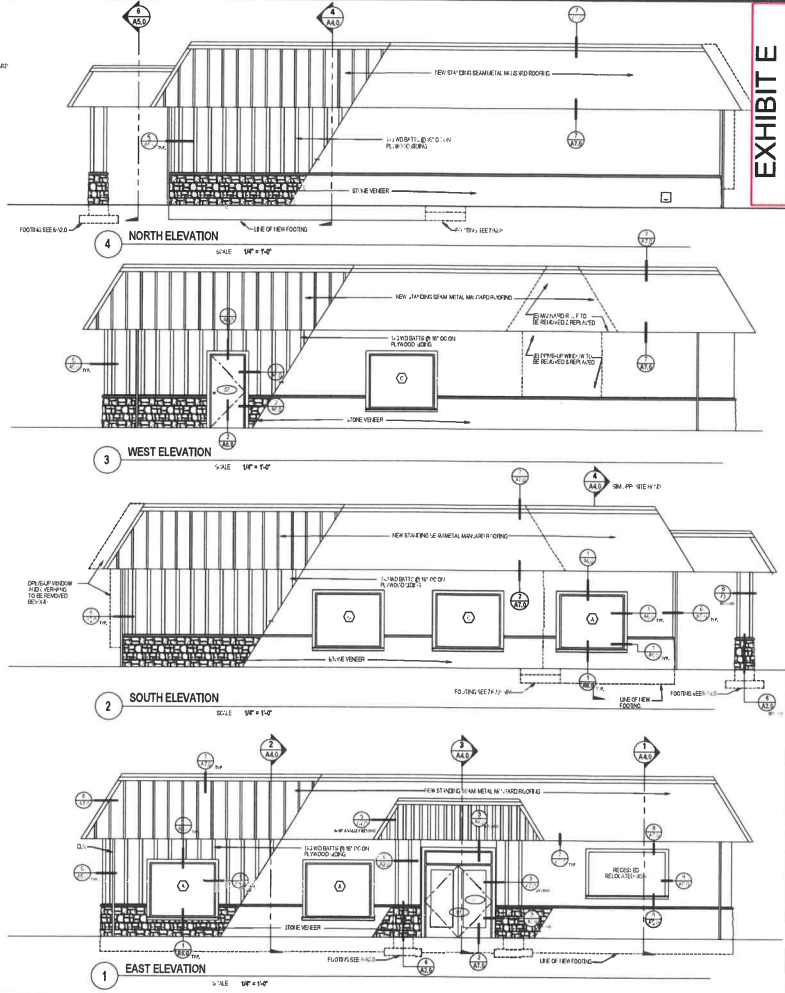


EXHIBIT E

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 ARCHITECTURE AND INTERIORS
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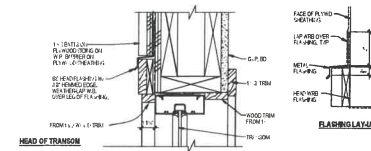


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 FLORENCE, OR

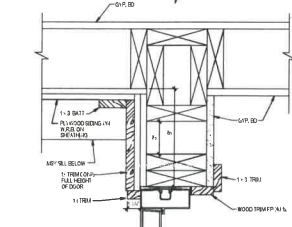
REVISION	DATE	DESCRIPTION
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2	10/15/2020	ISSUED FOR PERMIT
3	10/15/2020	ISSUED FOR PERMIT
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5	10/15/2020	ISSUED FOR PERMIT
6	10/15/2020	ISSUED FOR PERMIT
7	10/15/2020	ISSUED FOR PERMIT
8	10/15/2020	ISSUED FOR PERMIT
9	10/15/2020	ISSUED FOR PERMIT
10	10/15/2020	ISSUED FOR PERMIT

AUGUST 2020
 PROJECT NO. 18000

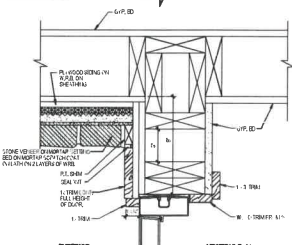
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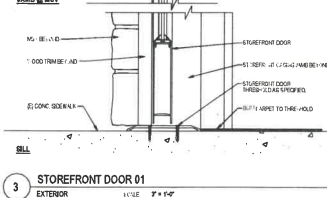
HEAD OF TRANSOM



JAMB & P.C. EXTERIOR



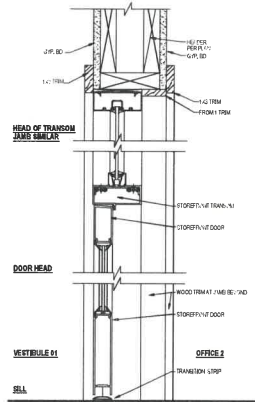
JAMB & MEV



3 STOREFRONT DOOR 01 EXTERIOR



RABING LATCH



4 STOREFRONT DOOR 02 INTERIOR

5 INTERIOR DOOR JAMB DETAIL - KD FRAME

6 MANSARD ROOF DETAIL HP & VALLEY

7 MANSARD ROOF DETAIL

8 REST ROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

9 KITCHEN 04

10 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

11 KITCHEN 04

12 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

13 KITCHEN 04

14 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

15 KITCHEN 04

16 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

17 KITCHEN 04

18 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

19 KITCHEN 04

20 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

21 KITCHEN 04

22 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

23 KITCHEN 04

24 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

25 KITCHEN 04

26 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

27 KITCHEN 04

28 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

29 KITCHEN 04

30 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

31 KITCHEN 04

32 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

33 KITCHEN 04

34 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

35 KITCHEN 04

36 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

37 KITCHEN 04

38 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

39 KITCHEN 04

40 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

41 KITCHEN 04

42 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

43 KITCHEN 04

44 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

45 KITCHEN 04

46 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

47 KITCHEN 04

48 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

49 KITCHEN 04

50 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

51 KITCHEN 04

52 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

53 KITCHEN 04

54 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

55 KITCHEN 04

56 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

57 KITCHEN 04

58 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

59 KITCHEN 04

60 RESTROOM 08 RESTROOM 07 SIMILAR OPPOSITE HAND

APPROVED

City of Florence
Community Development
Department

Exhibit D

PC 37 CAP 04
File Number

LANDSCAPE
AREA

LIMITS

8

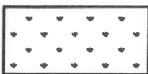
NEW SIDEWALK

DS

DS

OVERFLOW
LANDSCAPE
AREA

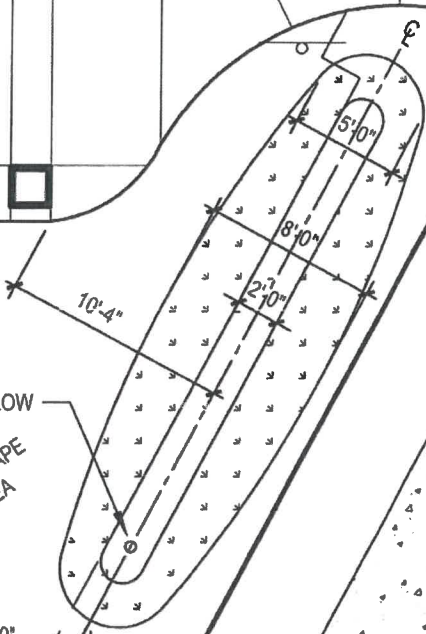
LEGEND



BIO - SWALE
192 SQ. FT.

±10'-0"

5'-0"



SIDEWALK

CB

LANDSCAPE
AREA

CB

BIO - SWALE PLAN

1

SCALE: 1/8" = 1'-0"

NORTH

EXHIBIT D

Exhibit E

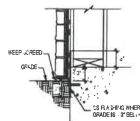
CONTRACTOR: HARRY ABEL INSURANCE AGENCY
ARCHITECT: HARRY ABEL INSURANCE AGENCY
LAND USE AND INTERIORS

REGISTERED ARCHITECT
STATE OF OREGON

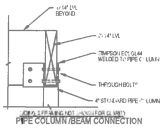
HARRY ABEL INSURANCE AGENCY
OFFICE ADDITION & REMODEL
875 HWY 101
FLORENCE, OR

REVISED
DATE
BY
PROJECT NO.
AUGUST 2020
19990

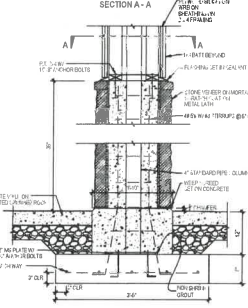
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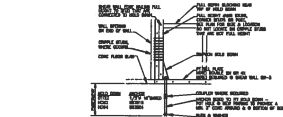
10 SS FLASHING DETAIL
SCALE: 1/4" = 1'-0"



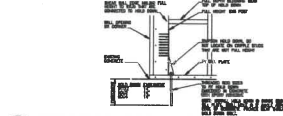
PIPE COLUMN/BEAM CONNECTION
SCALE: 1/4" = 1'-0"



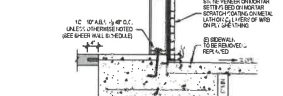
6 COLUMN DETAIL
SCALE: 1/4" = 1'-0"



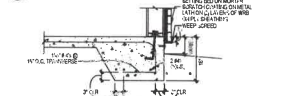
9 TYPICAL HOLD DOWN DETAIL-NEW FOOTING
SCALE: 3/4" = 1'-0"



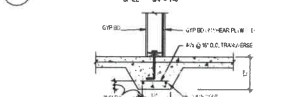
8 TYPICAL EPOXY HOLD DOWN DETAIL-EXISTING FOOTING
SCALE: 3/4" = 1'-0"



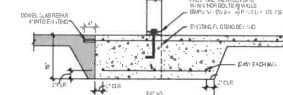
7 EDGE FOOTING DETAIL
SCALE: 3/4" = 1'-0"



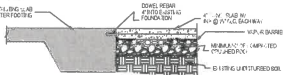
5 EDGE FOOTING DETAIL
SCALE: 3/4" = 1'-0"



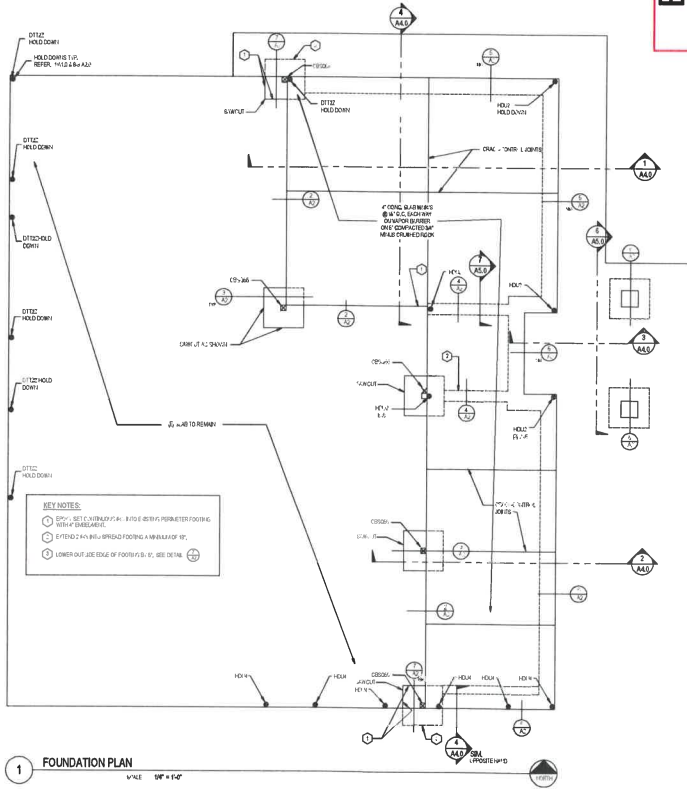
4 THICKENED FOOTING @ SHEAR WALL
SCALE: 3/4" = 1'-0"



3 POST FOOTINGS
SCALE: 3/4" = 1'-0"



2 SLAB CONNECTION
SCALE: 3/4" = 1'-0"



1 FOUNDATION PLAN
SCALE: 3/4" = 1'-0"

KEY NOTES:
1. EPOXY: SET & CURED 24 HRS. BEFORE POURING CONCRETE.
2. EPOXY: SET & CURED 24 HRS. BEFORE POURING CONCRETE.
3. LOWER SIDE EDGE OF FOOTING IS 1/2\"/>

EXHIBIT E

QUEST DESIGN GROUP
3000 W. 10TH AVE.
DENVER, CO 80202
TEL: 303.733.1100
WWW.QDGROUP.COM

QADW/OLW & ASSOCIATES INC.
ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS

REGISTERED ARCHITECT
STATE OF OREGON

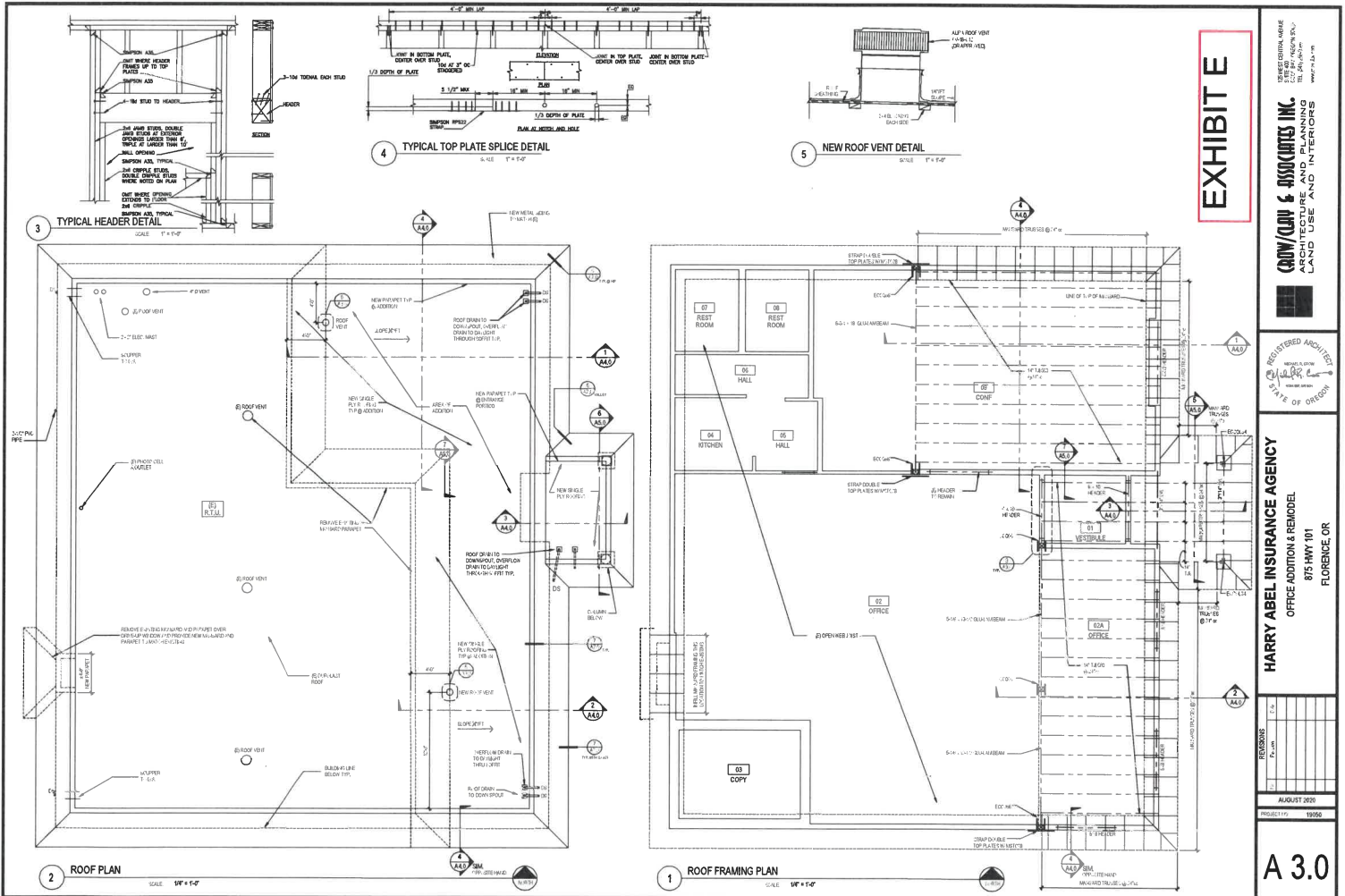
HARRY ABEL INSURANCE AGENCY
OFFICE ADDITION & REMODEL
875 HWY 101
FLORENCE, OR

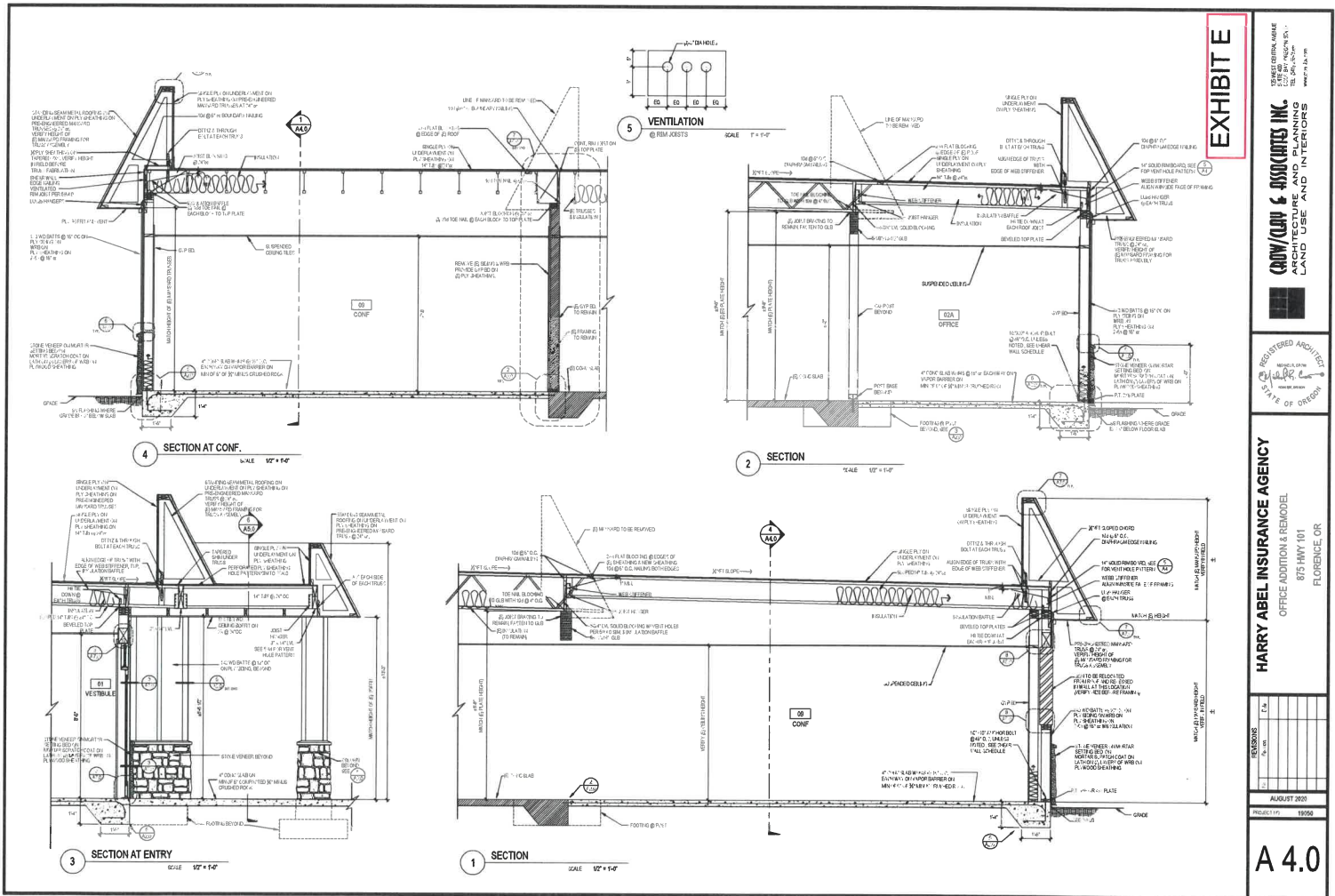
REVISIONS

NO.	DATE	DESCRIPTION
1	8/1/2020	ISSUED FOR PERMIT

PROJECT NO. 19050

A 3.0





EXHIBITE

CROW/DAW & ASSOCIATES INC.
 ARCHITECTURE AND PLANNING
 LAND USE AND INTERIORS

HARRY ABEL INSURANCE AGENCY
 OFFICE ADDITION & REMODEL
 875 MAY 1ST
 FLORENCE, OR

REVISIONS
 NO. DATE BY
 1 AUGUST 2021
 PROJECT 19066

A 4.0

A1-0

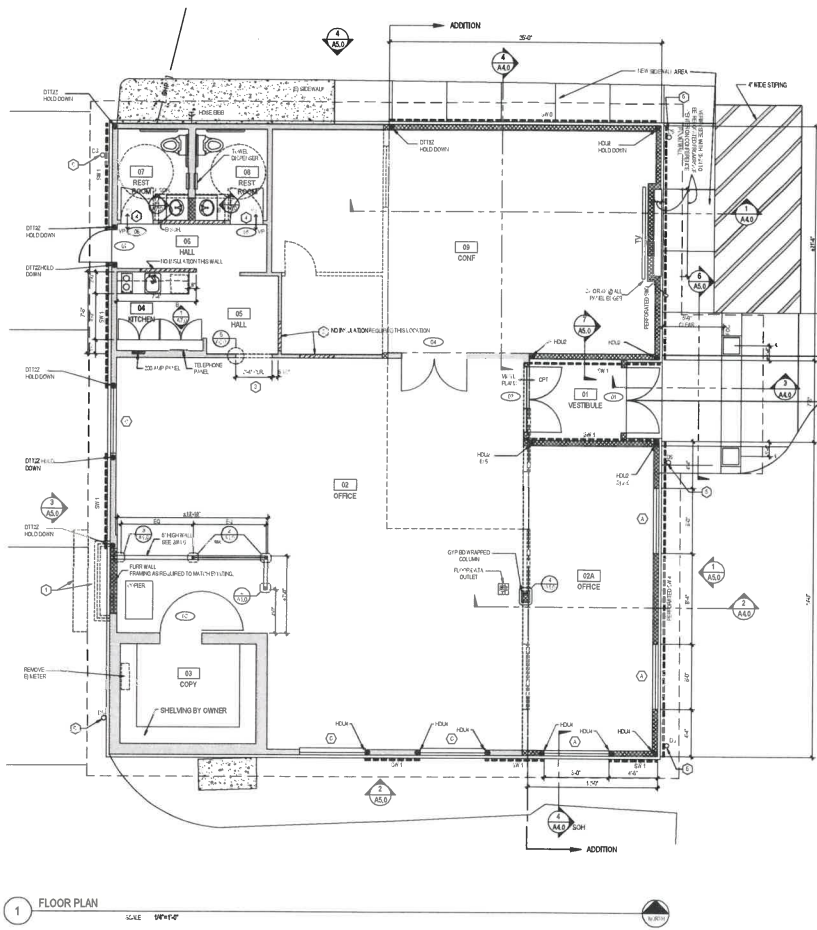




EXHIBIT E

HARRY ABEL INSURANCE AGENCY
 ARCHITECTURE AND INTERIORS
 LAND USE AND INTERIORS
 875 MAY 01
 FLORENCE, OR

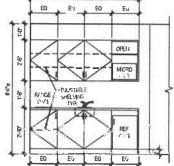
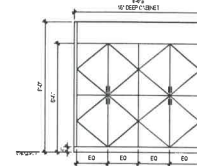
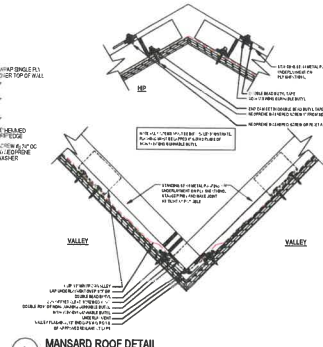
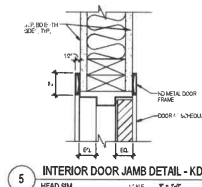
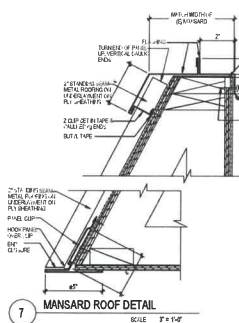
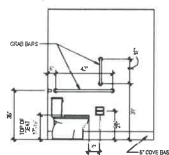
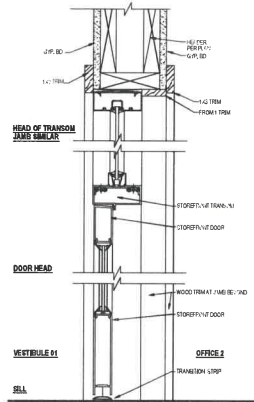
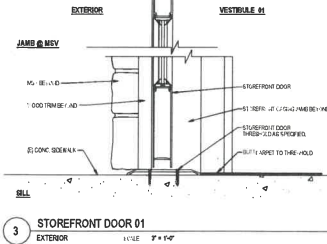
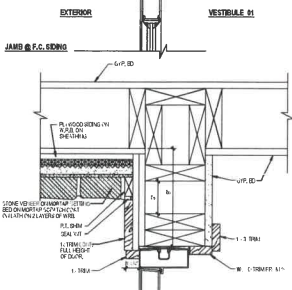
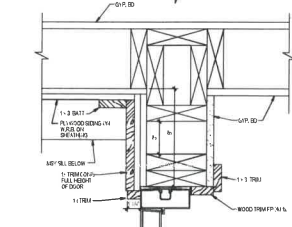
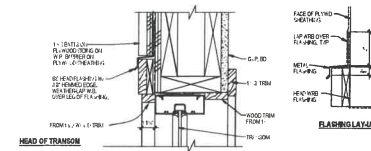


HARRY ABEL INSURANCE AGENCY
 OFFICE ADDITION & REMODEL
 875 MAY 01
 FLORENCE, OR

REVISION	DATE	BY	DESCRIPTION
1	10/20/2020	HA	ISSUED FOR PERMIT
2	10/20/2020	HA	ISSUED FOR PERMIT
3	10/20/2020	HA	ISSUED FOR PERMIT
4	10/20/2020	HA	ISSUED FOR PERMIT
5	10/20/2020	HA	ISSUED FOR PERMIT
6	10/20/2020	HA	ISSUED FOR PERMIT
7	10/20/2020	HA	ISSUED FOR PERMIT
8	10/20/2020	HA	ISSUED FOR PERMIT
9	10/20/2020	HA	ISSUED FOR PERMIT
10	10/20/2020	HA	ISSUED FOR PERMIT

AUGUST 2020
 PROJECT NO. 18000

A7-0



APPROVED
City of Florence
Community Development
Department
F PC 21 37 CUP 04
Exhibit File Number

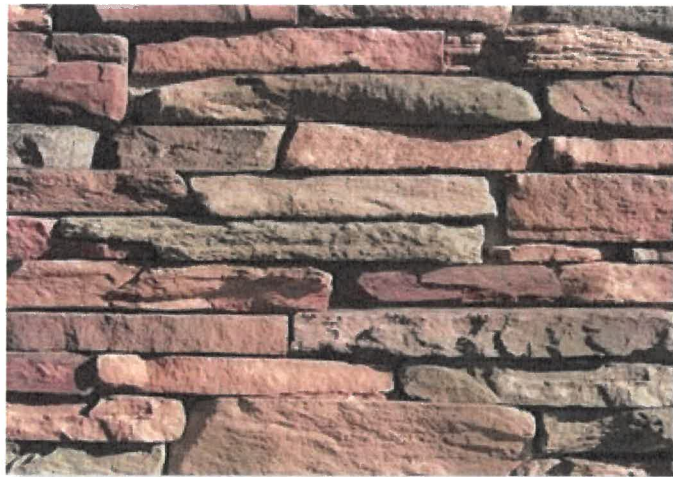


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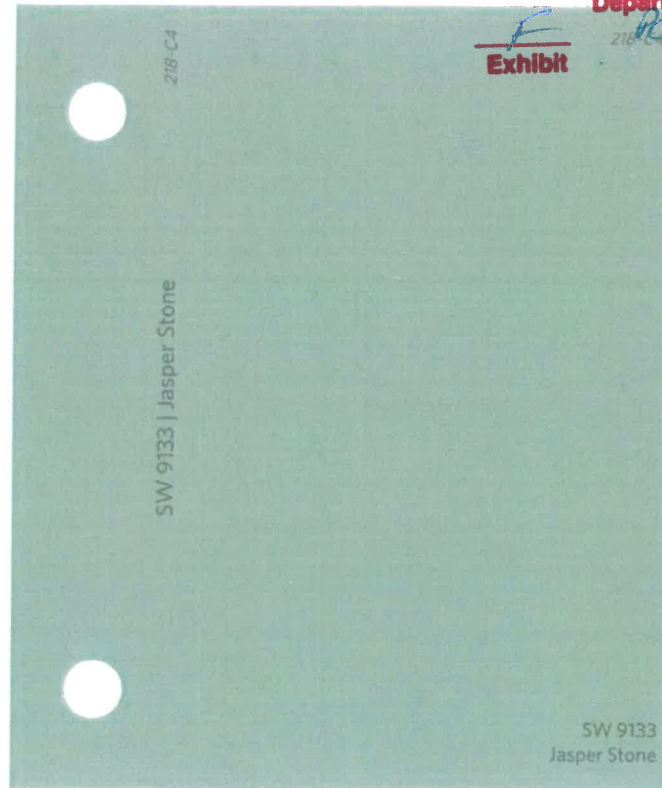
APPROVED
City of Florence
Community Development
Department

F
Exhibit

218-C

PC-2137Cup 04

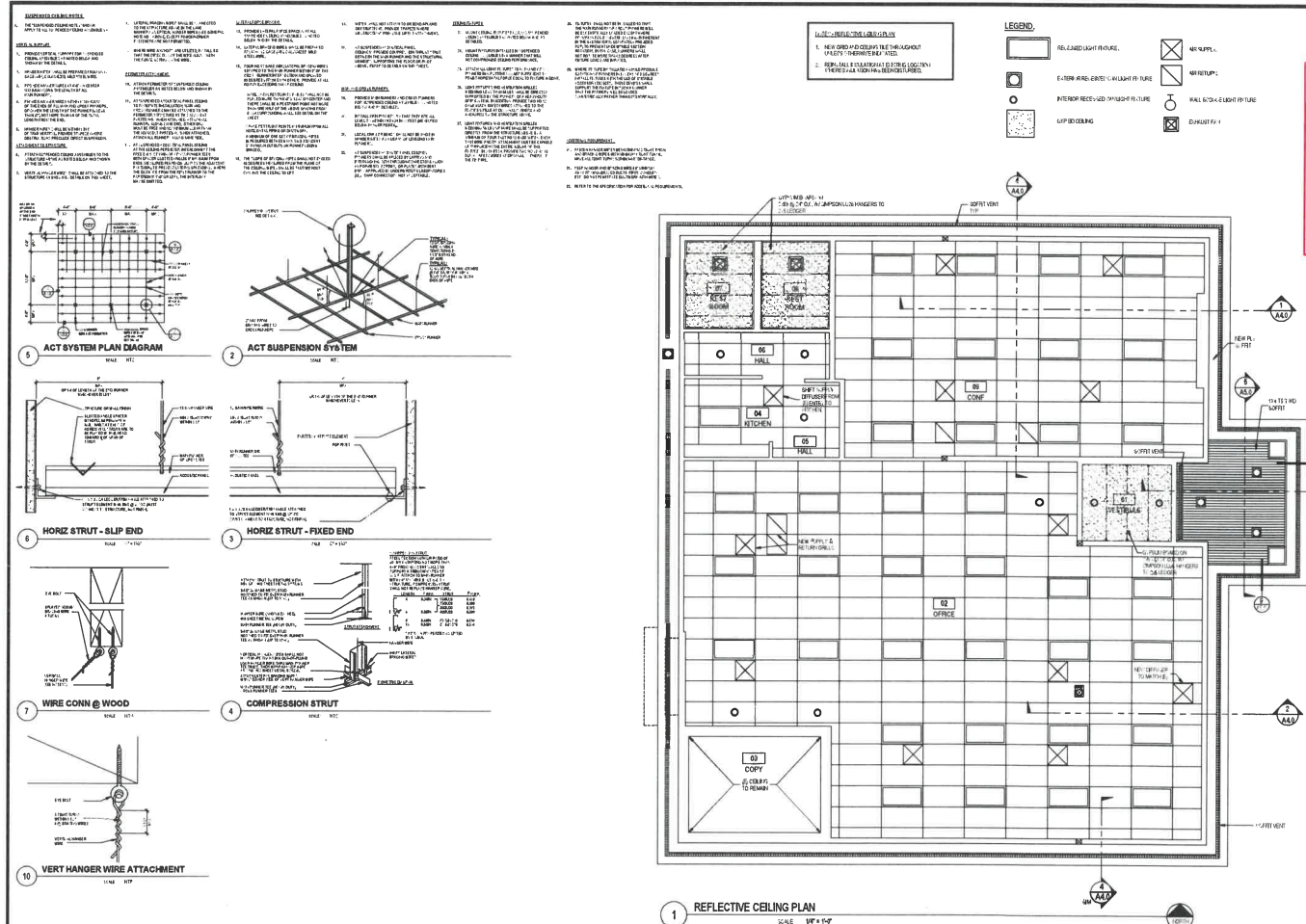
File Number



SW 9133
Jasper Stone

EXHIBIT F

A 8.0

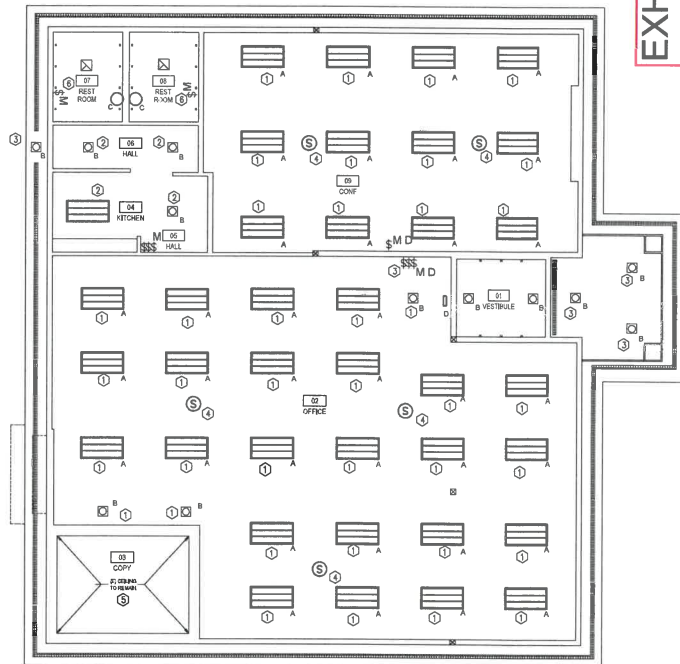


G
Exhibit

Level	Room Number	Room Name	Room Type	Room Size
A	101	RECEPTION	RECEPTION	10' x 10'
B	102	OFFICE	OFFICE	10' x 10'
C	103	REST ROOM	REST ROOM	5' x 5'
D	104	REST ROOM	REST ROOM	5' x 5'

1/E-1.0 LIGHTING PLAN NOTES

- CONTRACTOR TO REPLACE EXISTING FIXTURE WITH NEW LED FIXTURE PER SCHEDULE. CONTRACTOR TO PROVIDE NEW MOTION SENSOR, WATTSTOPPER CI-205 OR APPROVED MOTION SENSOR. INSTALL 07-300 OR APPROVED SYSTEM FOR FULL COVERAGE. PROVIDE POWER PACKS AS REQUIRED. PROVIDE LOW VOLTAGE SWITCHES AT EACH ENTRANCE TO SPACE, PROVIDE DIMMER AT MAIN ENTRY TO SPACE.
- CONTRACTOR TO REPLACE EXISTING AREA FIXTURES WITH NEW LED FIXTURES, EXTEND AREA LIGHTING CIRCUIT TO NEW FIXTURE LOCATIONS. CONTRACTOR TO EXTEND EXISTING SWITCH LEG TO NEW WALL, PROVIDE NEW WATTSTOPPER DW-311 OR APPROVED DUAL TECHNOLOGY OCCUPANCY SENSOR.
- CONTRACTOR TO WIRE EXTERIOR LIGHTING FIXTURES THROUGH ASTRONOMICAL SWITCH, INTERMATIC ST01 OR APPROVED ASTRONOMICAL SWITCH.
- CONTRACTOR TO LOCATE CEILING SENSORS AS REQUIRED TO MAINTAIN FULL COVERAGE OF SPACE.
- EXISTING LIGHTING IN THIS ROOM TO REMAIN, NO WORK UNDER THIS CONTRACT.
- CONTRACTOR TO REPLACE EXISTING AREA FIXTURES WITH NEW LED FIXTURES, EXTEND AREA LIGHTING CIRCUIT TO NEW FIXTURE LOCATIONS. CONTRACTOR TO EXTEND EXISTING SWITCH LEG TO NEW WALL, PROVIDE NEW WATTSTOPPER DW-100 OR APPROVED DUAL TECHNOLOGY OCCUPANCY SENSOR, CIRCUIT NEW EXHAUST FAN THROUGH SWITCH.



1 LIGHTING PLAN

SCALE 1/4" = 1'-0"

1/E-1.0

EXHIBIT G

CONTRACTOR'S OFFICE
1000 N. 10TH AVE.
FLORENCE, SC 29501
TEL: 843.666.1111
WWW.HARRYABEL.COM

HARRY ABEL ASSOCIATES INC.
ARCHITECTURE AND PLANNING
LAND USE AND INTERIORS



HARRY ABEL INSURANCE AGENCY
OFFICE ADDITION & REMODEL
875 HWY 101
FLORENCE, SC

DATE	BY	REVISION
08/01/2021	1	ISSUED FOR PERMIT

PROJECT NO. 10000

E1.0