



*City of Florence*  
 Community Development Department  
 250 Highway 101  
 Florence, OR 97439  
 Phone: (541) 997 - 8237  
 Fax: (541) 997 - 4109  
[www.ci.florence.or.us](http://www.ci.florence.or.us)

**Type of Request**

**THIS SECTION FOR OFFICE USE ONLY**

Type I    Type II    Type III    Type IV

Proposal: \_\_\_\_\_

**Applicant Information**

Name: Vanessa Buss Phone 1: 541-991-0478  
 E-mail Address: vbuss@bgcwl.org Phone 2: \_\_\_\_\_  
 Address: PO Box 739 Florence, OR 97439  
 Signature: Vanessa Buss Date: 2/21/24  
 Applicant's Representative (if any): \_\_\_\_\_

**Property Owner Information**

Name: Boys & Girls Club of Western Lane County Phone 1: 541-902-0304  
 E-mail Address: exec@bgcwl.org Phone 2: \_\_\_\_\_  
 Address: 1501 Airport Rd Florence, OR 97439  
 Signature: \_\_\_\_\_ Date: 2/21/24  
 Applicant's Representative (if any): Vanessa Buss

*NOTE: If applicant and property owner are not the same individual, a signed letter of authorization from the property owner which allows the applicant to act as the agent for the property owner must be submitted to the City along with this application. The property owner agrees to allow the Planning Staff and the Planning Commission onto the property. Please inform Planning Staff if prior notification or special arrangements are necessary.*

**For Office Use Only:**

Received	Approved	Exhibit
<p><b>RECEIVED</b>            By Sharon Barker at 1:58 pm, Feb 22, 2024</p>		

**Property Description**

Site Address: 1501 Airport Rd Florence, OR 97439

General Description: Installation of a steel canopy over our basketball court.

Assessor's Map No.: 18 - 12 - 27 - 10 Tax lot(s): 00300

Zoning District: High Density Residential (HDR)

Conditions & land uses within 300 feet of the proposed site that is one-acre or larger and within 100 feet of the site that is less than an acre OR add this information to the off-site conditions map

(FCC 10-1-1-4-B-3): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Project Description**

Square feet of new: 250 Square feet of existing: 2000

Hours of operation: M-F 3-5:30 Existing parking spaces: 14

Is any project phasing anticipated? (Check One): Yes  No

Timetable of proposed improvements: Dependent on turnaround of permit approval

Will there be impacts such as noise, dust, or outdoor storage? Yes  No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Proposal: (Describe the project in detail, what is being proposed, size, objectives, and what is desired by the project. Attach additional sheets as necessary)

We want to install a steel canopy over our outdoor basketball court so youth can play outdoors during the rainy season. There is an existing 2000sq. ft. concrete pad that will be utilized, but we may need to add approximately 250sq. ft. to ensure we are meeting easement requirements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Office Use Only:**

Date Submitted: \_\_\_\_\_ Fee: \_\_\_\_\_

Received by: \_\_\_\_\_

Paid