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September 18, 2025

Jed Truett
845 A Street
Springfield, OR 97477

Re: PC 25 16 CUP 04 & PC 25 17 DR 05 – Conditional Use Permit and Design Review at Tax Lot 18-12-34-12-8000

Dear Jed Truett,

Thank you for your conditional use permit and design review applications for property located at 1150 Bay Street, Assessor's Map No. 18-12-34-12 Tax Lots 8000, zoned Old Town A and Development Estuary, regulated by Florence City Code Title 10, [Chapter 17](#) and [Chapter 19](#).

After reviewing the submitted materials, the application was deemed "incomplete" as of September 18, 2025, for processing purposes.

Please provide the following items:

1. Thank you for submitting an updated parking plan. Please verify that measurements are for double line parking stalls as required in FCC 10-3-9; for ease of drawing, the site plan can show single line striping, but the plan should include an annotation that the striping will conform to city standards for double lines. It should also include a detail of one space illustrating the double line measurements.
2. Visible Building Materials and Application: FCC 10-6-6-4 and 5 regulate materials, shapes, orientation, and configuration of windows, doors, trim, siding, decks, balconies, gutters, walls, and fences. The proposal includes replacement or addition of some of these elements. Address the applicable criteria to ensure compliance. Additionally, thank you for submitting the color of the paint that is proposed; please also include an elevation with the proposed paint colors for the building walls and trim.
3. Construction notes and plans showing compliant roofing material per 10-6-6-4-B(1). Asphalt shingles are not a permitted roofing material in this zoning district.
4. Mechanical equipment. FCC 10-6-6-5-G regulates location and screening as does FCC 10-34-3-7-C. The more restrictive applies. Respond to these criteria. If a variance is sought for the equipment located on the north side of the building then provide a variance application addressing the criteria in FCC 10-5..
5. Fencing/Wall materials: Provide a top course or cap termination on existing trash enclosure wall (FCC 10-6-6-5-F-1) Note, FCC 9-4 Solid Waste Management requires multi-family dwelling buildings to provide space for recycling receptacles. This will also be a state requirement in 2026. Ensure the solid waste enclosure provides sufficient space to meet this requirement and the garbage receptacles.
6. Lighting: If attaching proposed fixtures to existing parking lot lighting poles provide height (grade to top of mounted fixture). Note FCC 10-37-2-A. Provide a site plan of the parking lot with the photometric plan of the lumen output illustrated in footcandles.
7. Thank you for the submission of a recent survey. Upon further review, please indicate how you plan to address the portions of the development (footing, retaining wall, and deck) that encroach over the eastern property line, per survey 43712 of your submission; FCC 10-2-6 states that only the owner of a subject

property may apply for action by the Planning Commission. Are you able to obtain Florence Bayfront LLC's signature or a letter to the file to accompany the application? Their mailing address is 88080 Heather Dr, Springfield, OR 97478.

8. An application or letter signed by the property owners, A&D Development. The City has run into concerns with this on previous applications, so is now requiring that all applications include a signature from the property owner. The submitted CUP application only has a signature from Mr. Truett.. If the property is under contract for purchase, then they may sign the application.
9. Landscape Plan: Trees are proposed to be removed to widen the sidewalk. Street trees count towards the minimum required. A property cannot become less conforming even when making other improvements. Provide the locations for replaced trees ensuring there is one tree for every 30 ft. of street frontage. These trees must be located within the front 20 ft. of the front property line unless an alternate location is found to better serve the project or location. A suitable location would be replanting on the west side of the building within the 50 ft. riparian setback area (with separation and root guards to protect the bulkhead)

Process & Timelines:

Once the above items are received, the city will process the Conditional Use Permit and Design Review under FCC Title 10, Chapter 1, within 30 days of a complete application (FCC 10-1-1-4(C)). The 120-day period for final action begins when the application is deemed complete, consistent with ORS 227.178. You have 180 days from your original filing to submit the missing items; after 180 days, the file may be void (ORS 227.178(2)).

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

Best Regards,

Hanna Hutcheson
Associate Planner

cc: File PC 25 16 CUP 04 & PC 25 17 DR 05