



250 HIGHWAY 101
FLORENCE, OR 97439
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Notice of Forced Completeness and 120-Day Timeline

October 1st, 2025

Michael Jacobson
83455 S. Cove Way
Florence, OR 97439

Re: Notice of Forced Completeness – Design Review Application

File No.: PC 25 06 DR 02

Site Address/Map & Tax Lot: 3120 Hwy 101, Florence, OR 97439 / Map 18-12-23-23, Tax Lot 03400

Dear Mr. Jacobson,

On September 10, 2025, the City received your written request to deem the application complete. Under ORS 227.178(2), an application deemed incomplete becomes complete upon the City's receipt of:

- all missing information, or
- some/none of the missing information accompanied by a written notice that no further information will be provided.

Your request meets this provision; therefore, the application is deemed complete as of September 10, 2025 ("date of completeness").

120-Day Final Decision Deadline

- Day 1 (date of completeness): September 10, 2025
- Day 120 (final local decision due): January 8, 2026

Per ORS 227.178(1), the City must take final action, including resolution of all local appeals, within 120 days of the completeness date, unless you provide a written extension (ORS 227.178(5)).

Hearing & Scheduling

Staff intend to schedule a Planning Commission hearing on Tuesday, December 9, 2025, to allow sufficient time for issuance of the decision and completion of the local appeal period before January 8, 2026. You will receive formal public notice, as required by the Florence City Code.



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Staff Report Materials Deadline (3 weeks prior)

If you want materials, reports, or exhibits included in the staff report and staff recommendation to the Planning Commission, please submit them no later than Tuesday, November 18, 2025 (three weeks before the December 9 hearing).

Materials submitted after this date will still be accepted into the record up to and at the hearing. Still, staff may be unable to fully review or incorporate them into the staff report and recommendation.

If you have questions about the timeline, the hearing process, or submittal deadlines, please do not hesitate to contact me.

Sincerely,

Jacob Foutz, Planning Manager
City of Florence – Community Development
250 Highway 101, Florence, OR 97439
(541) 997-8237 | jacob.foutz@ci.florence.or.us