
**City of Florence
Planning Commission Meeting
250 Hwy 101, Florence, OR 97439
July 14, 2020**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:30 PM.

Commissioners Present: (via teleconference) Chairperson John Murphey, Vice Chairperson Phil Tarvin, Commissioner Sandra Young, Commissioner Eric Hauptman, Commissioner Ron Miller, Commissioner Andrew Miller, Commissioner Brian Jagoe

Staff Present: (at Florence City Hall) Planning Director Wendy FarleyCampbell and City Recorder Kelli Weese
(via teleconference) Senior Planner Roxanne Johnston and Admin Asst. Vevie McPherren

1. APPROVAL OF THE AGENDA

Start Time: 5:31 PM
Action: Approve
Motion: Commissioner Jagoe
Second: Commissioner Young
Vote: Unanimous 7-0

2. APPROVAL OF THE MINUTES OF APRIL 28, 2020

Start Time: 5:32 PM
Action: Approve as presented
Motion: Commissioner R. Miller
Second: Commissioner Hauptman
Vote: Unanimous 7-0

4. RESOLUTION PC 20 07 PUD 01 –Preliminary Planned Unit Development (PUD), & RESOLUTION PC 20 08 SUB 01 – Tentative Subdivision (SUB) Plat.

- Applications from Mercedes Serra, 3J Consulting, on behalf of APIC Florence Holdings, LLC, seeking approvals for a proposed PUD which include 31 detached single-family residences, 49 single-family attached residences, and 46 multi-family units. The properties are comprised of approx. 9.28 ac. and shown on Assessor's Map 18121533, Lot 0700; Map 18121534, Lots 3800, 3900, 4000, 4100 & 4200; & Map 18122221, Lot 1900, located at the NE intersection of Rhododendron Dr. and 35th St.

Open: 5:35 PM
Closed: 5:40 PM
Applicant: Mercedes Serra, 3J Consulting

Action: Hearing cancelled and rescheduled for 08/25/2020. Will be re-noticed (300 feet) & in SN. Public comments accepted until 08/25/2020 @ 3:30 PM.

5. RESOLUTION PC 20 06 CUP 02 – 470 Hwy 101 Recreational Marijuana

- An application from Rosa Cazares for a Conditional Use Permit for a marijuana retail use in the existing building at 470 Hwy 101, at Tax Map 18-12-27-44, Tax Lot 11800 in the Mainstreet District regulated by Florence City Code Title 10, Chapter 27.

Open: 5:41 PM
Hearing opened and continued at applicant's written request. No staff report or testimony presented.
Closed: 5:42 PM
Applicant: Rosa Cazares
Action: Hearing continued to 07/28/2020

ACTION ITEM

5. TEMPORARY COVID-19 PUBLIC MEETING PROCEDURES

Start Time 5:43 PM
Closed: 5:45 PM
Discussion: Kelli Weese presented Resolution 18, Series 2020 and Exhibit A – COVID-19 Temp. Meeting Protocols, a proposal to amend temporary COVID-19 public meeting procedures to allow for additional verbal public comments during Planning Commission meetings.
Action: Approve
Motion: Commissioner Jagoe
Second: Commissioner Young
Vote: Unanimous 7-0

REPORT ITEMS

6. PLANNING COMMISSION REPORT & DISCUSSION ITEMS

Start Time: 5:45 PM PM
Discussion: Chaiperson Murphy commented that the Cannery Station needed to provide sand management to their project. Commissioner Hauptman questioned Cannery Station project delays. Unexpected audio issues caused difficulties with communication and PD FarleyCampbell stated she would email Commissioners with an overview of reports and upcoming applications.

Meeting adjourned at 5:49 PM.

ATTEST:

John Murphey, Chairperson

Vevie McPherren, Admin. Assistant

3J CONSULTING

9600 SW NIMBUS AVENUE, SUITE 100
BEAVERTON, OREGON 97008
PH: (503) 946.9365
WWW.3JCONSULTING.COM

July 13, 2020

Wendy Farley-Campbell
Planning Director
250 Highway 101
Florence, OR 97439

Rhododendron and 35th Planned Unit Development
Resolution PC 20 07 PUD 01 and Resolution PC 20 08 SUB 01
Florence, Oregon

Dear Wendy,

This letter has been prepared in order to request a continuance for the public hearing before the City of Florence Planning Commission which is scheduled for July 14, 2020 regarding the Rhododendron and 35th Planned Unit Development (Resolution PC 20 07 PUD 01 and Resolution PC 20 08 SUB 01). We understand that a lot of public testimony has been entered into the record and would like to take the time to address this testimony prior to the opening of the public hearing.

We would request that the hearing remain closed and be continued until August 25, 2020 at 5:30pm. We understand that the 120-day statutory review clock may need to be extended to accommodate this request. We request that the review clock be extended from its current expiration date by 43 days to October 21, 2020.

We appreciate your consideration of our request. We will plan to attend the July 14th hearing, but we will not plan to offer testimony into the record.

Please feel free to give me a call if you have any questions or need any additional clarification.

Sincerely,



Mercedes Serra
Senior Urban Designer
3J Consulting, Inc.

copy: Ms. Ashlee Sorber, APIC Florence Holdings, LLC
Mr. Bob Boileau, LRS Architects
Mr. T Paul Frank, LRS Architects
Mr. Charles Brucker, Place
Mr. Aaron Murphy, 3J Consulting, Inc
Mr. Andrew Tull, 3J Consulting, Inc
File



From: [La Mota Reports](#)
To: [Wendy Farley-Campbell](#)
Cc: [Hailey Sheldon](#); [Vevie McPherrin](#)
Subject: Re: Florence--LaMota Hearing Testimony
Date: Saturday, July 11, 2020 10:06:20 AM

Wendy,

We would like to continue with this application and take this opportunity to investigate the feedback further and address all of their concerns.

Rosa Cazares

From: [Wendy Farley-Campbell](#)
To: ["La Mota Reports"](#)
Cc: [Hailey Sheldon](#); [Vevie McPherran](#); [Roxanne Johnston](#)
Subject: RE: Florence--LaMota Hearing Testimony
Date: Saturday, July 11, 2020 12:04:00 PM

Thank you Rosa. So to confirm--you are requesting a continuance so that the hearing scheduled for July 14th will be postponed until July 28th?

Or are you looking for later day say August 11th?

Not sure how much time you think your team will need to investigate and attempt to navigate the concerns. If July 28th then all of your hearing materials will be needed by July 21st. If August 11th then all of your materials will be needed by August 4th.

Thank you.

Wendy

From: [La Mota Reports](#)
To: [Wendy Farley-Campbell](#)
Cc: [Hailey Sheldon](#); [Roxanne Johnston](#); [Vevie McPherran](#)
Subject: Re: Florence--LaMota Hearing Testimony
Date: Saturday, July 11, 2020 12:46:03 PM

Yes Wendy we are requesting a continuance. July 28th works for us.

Rosa Cazares

On Sat, Jul 11, 2020 at 12:04 PM Wendy Farley-Campbell
<wendy.farleycampbell@ci.florence.or.us> wrote:

**CITY OF FLORENCE
RESOLUTION NO. 18, SERIES 2020**

A Resolution amending Resolutions No. 5 and 7, Series 2020 to amend the temporary COVID-19 public meeting procedures to allow for additional public participation at City public meetings and other similar changes.

RECITALS:

1. On March 8, 2020, the Governor of the State of Oregon issued Executive Order 20-03 declaring a statewide State of Emergency under ORS 40.025(1) due to the serious public health and safety threat posed by the spread of the COVID-19 virus within our state.
2. On March 23, 2020 the City Council passed Resolution No. 5, Series 2020 to establish temporary COVID-19 public meeting procedures, and on April 20, 2020 the City Council passed Resolution No. 7, Series 2020 to amend those procedures.
3. Given the timelines needed for COVID-19 response and recovery, the City Council wishes to amend the procedures to allow for additional public participation in City Council meetings, and to lessen the restrictions placed on public meetings during the emergency, while ensuring continued operations in a safe manner during the COVID-19 outbreak.

Based on these findings,

THE CITY COUNCIL OF THE CITY OF FLORENCE RESOLVES AS FOLLOWS:

1. The City of Florence amends Resolution No. 5 and No. 7, Series 2020 – Exhibit A – Temporary COVID-19 Public Meeting Procedures, as shown in Exhibit A.
2. This Resolution shall become effective immediately upon adoption.

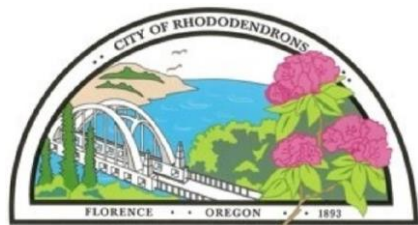
ADOPTION:

This Resolution is passed and adopted on the 21st day of April, 2020.

Joe Henry, Mayor

Attest:

Kelli Weese, City Recorder



City of Florence
A City in Motion

City of Florence

Temporary COVID-19 Public Meeting Procedures

Resolution No. 18, Series 2020

Given executive orders from Governor Brown concerning COVID-19 and social and / or physical distancing requirements, the City of Florence has established temporary updated procedures for public meetings in order to protect our volunteers, public and staff.

The new updated public meeting procedures, as outlined below, shall become effective when approved by the public body, and shall remain in effect until action to discontinue use is completed by each public body. Where applicable, these procedures shall supersede any prior meeting procedures including the City Council Rules of Procedure, the Committee and Commission Policy Manual, and the Florence Urban Renewal Agency Bylaws.

COVID-19 Public Meeting Procedures

1. Meetings to be Held: When possible, only city meetings that are deemed mandatory based on timelines established in state law, the City of Florence charter, City of Florence ordinance, the City of Florence adopted work plan, and / or City of Florence adopted budget shall be held. All other meetings or agenda items shall be postponed.

Mandatory Meeting Requirements: In order to comply with social and / or physical distancing recommendations, the public will not be allowed to attend public meetings in person. In order to continue to provide an opportunity for public viewing / participation, all public meetings required to be held shall conform to the following updated requirements.

2. Live Streaming: All mandatory City meetings shall be streamed live on Cable Channel 191 and online through a link available on the City's website. For access to this link, visit the meetings website through the City of Florence website calendar located online at www.ci.florence.or.us/calendar.
3. Meeting Materials: All meeting materials shall be provided to the public in advance of the meeting via the following schedule:
 - a. The agenda and majority of meeting materials, including presentation materials, if available at the time of issuance, shall be distributed to members of the public body and the public at least 3 days in advance of the meeting date through the City's email distribution lists. To subscribe to the email distribution list, visit the City's website at www.ci.florence.or.us/newsletter/subscriptions. Printed copies of materials may also be requested in advance of the meeting, subject to the City's Public Records Request policies.
 - b. Any additional materials received after the initial meeting materials are distributed, including any written public comments received, shall be distributed to members of the public body one hour prior to the meeting's start time, and shall be posted on the meeting website.

- c. Any additional materials to be distributed after this time shall be verbally identified, placed into the record, and distributed to the public body at the meeting as technology and circumstances allow.
- 4. Public Body Participation: All members of the public body shall participate in the meeting through live streaming and conference call or other videoconference tools, unless they can show reason why they cannot meaningfully participate in this manner. Members of the public body that do not wish to participate in the meeting through virtual means shall request the ability to participate in the meeting in person in consultation with the public body's presiding officer and the City Recorder's Office. To ensure the meeting is understandable, during the meeting, all speakers shall identify themselves prior to speaking, and shall do so prior to making or seconding motions. In addition, all votes shall occur via roll call vote.
- 5. Meeting Management: Meeting management tasks including identifying speakers, clarifying decisions, and managing conference call / video conferencing lines shall be delegated to the City Recorder's Office or other applicable staff.
- 6. Agenda Updates & Public Participation:
 - a. General Agenda Notes: All agendas shall be updated to delineate the new public meeting procedures in this policy and shall note that members of the public shall not attend meetings.
 - b. Presentations, Proclamations & Ceremonial Items: The public meeting may include presentations, proclamations, or ceremonial items as technology and circumstances allow and as dictated in the body's rules of procedure. Parties presenting items to the public body may be asked to submit information in writing, pre-recorded video, or through verbal testimony via teleconference mechanisms.
 - c. Public Comment on Items not on the Agenda: Meetings shall allow for general public comments, in both verbal and written form, in the manner designated in the public body's rules of procedure.
 - d. Public Hearing Items: Public Hearings shall be held according to the requirements of state law, the City of Florence Charter, or City of Florence Code. Should a public hearing be required, the following methods for public comment shall be adhered to:
 - i. Written Testimony: Written testimony submitted at least two hours prior to the meeting start time will be provided to the public body in advance of the meeting. Testimony can be provided in the manner dictated for each individual public body.
 - i. Video / Teleconference participation: Interested parties shall be able to participate via the technology platform available at the time of the meeting including video and/or teleconference tools. Parties interested in participating in this manner shall contact the City Recorder's Office or other applicable staff at least one hour prior to the meeting start time with their name, address, and phone number they will be calling from.

e. Action Items:

- i. Consent Agenda: In order to expedite business, mandatory public meetings shall establish a consent agenda for action items that can be approved by a single motion and vote. Wherever possible and appropriate, as determined by the presiding officer, action items shall be moved to the consent agenda. Any item on the consent agenda may be removed for separate consideration by any member of the public body.
 - i. Public Comments on Action Items: Public bodies shall provide for public comments on action items in both verbal and written form, in the manner designated in the public body's rules of procedure. Written comments submitted at least two hours prior to the meeting start time will be provided to the public body in advance of the meeting. Comments can be provided in the manner dictated for each individual public body.
- f. Report Items: Report items may be included in the meeting materials for informational purposes, but shall not incur a presentation. However, the public body may ask questions on report items included in materials as appropriate.

For questions on this policy, specific requirements for each public body, how to observe or participate in a public meeting, how to submit public comments, or other questions, please contact the City Recorder's Office at 541-997-3437, or via email to kelli.weese@ci.florence.or.us.