



**City of Florence
Planning Commission
Regular Session**

Florence City Hall
Video Conference
250 Highway 101
Florence, OR 97439
541-997-8237
www.ci.florence.or.us

Meeting materials are available at the City of Florence website calendar page at
<https://www.ci.florence.or.us/calendar>

To be notified of Planning Commission meetings via email, please visit the City's website at
<http://www.ci.florence.or.us/newsletter/subscriptions>.

August 11, 2020

AGENDA

5:30 p.m.

Commissioners: John Murphey, Chairperson – Phil Tarvin, Vice-Chairperson
Eric Hauptman, Commissioner – Brian Jagoe, Commissioner
Andrew Miller, Commissioner – Ron Miller, Commissioner – Sandra Young, Commissioner

COVID-19 UPDATE

Due to federal and state restrictions on public gatherings, the Florence Planning Commission meetings shall be held via videoconference. The public can listen and view the meeting through the 'GoToWebinar' platform at the following link:

<https://attendee.gotowebinar.com/register/7331399906843527438> Meetings are also shown live on Cable Channel 191 and online at <https://www.ci.florence.or.us/citymanager/public-meetings-live>, and will be available after the meeting on the City's [Vimeo Site](#).

With 48-hour prior notice, an interpreter and/or TDY: 541-997-3437, can be provided for the hearing impaired.

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

1. APPROVAL OF THE AGENDA

2. APPROVAL OF MINUTES

- July 28, 2020

3. PUBLIC COMMENTS – Items not on the Agenda

This is an opportunity for members of the audience to bring to the Commission's attention any item not otherwise listed on the Agenda. Please see page two of the agenda for methods to provide comments on items not on the Planning Commission agenda.

**4. PC 20 13 DR 01– Drive-Thru Coffee Kiosk Design Review
PC 20 14 DR 02– Drive-Thru Carwash Design Review**

Sean Randall property owner, submitted two Design Review applications for a drive-thru coffee kiosk and drive-thru carwash which received conditional use permits in October 2019. These projects are to be located on two tax lots located on the east side of Hwy 101 between 5th St. (also known as Rhododendron Drive) and 6th St. and west of Old School Furniture. The property for the proposed coffee kiosk is located at Assessor's Map 18-12-27-44, Tax Lot 06600; and the proposed carwash property on Assessor's Map 18-12-27-44, Tax Lot 06601. Both lots are situated in the Mainstreet/Area A District regulated by Florence City Code Title 10, Chapter 27.

*Sr. Planner
Roxanne M.
Johnston*

5. RESOLUTION PC 20 21 VAR 01 – Alder Street Setback Variance

An application from Steve Oldham, on behalf of Mark & Elizabeth Holden, for approval to replace 620 square feet of existing deck previously constructed in the setbacks without a variance approval. The property is located at 985 Alder Street, Map #18-12-27-32, TL 05600, 05700, & 06700 in the Low Density Residential District regulated by Florence City Code, Title 10, Chapter 10.

*Asst. Planner
Dylan
Huber-Heidorn*

6. REPORT & DISCUSSION ITEMS

- Planning Commission's Report & Discussion Items
- Director's Report & Discussion Items

*Planning Dir.
Wendy
FarleyCampbell*

7. PLANNING COMMISSION CALENDAR

Date	Time	Description
August 25, 2020	5:30 PM	Regular Session
September 8, 2020	5:30 PM	Regular Session

ADJOURN

UPDATED PUBLIC MEETINGS PROCEDURES – COVID-19

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

In person attendance is not allowed at Planning Commission meetings.

Expressing Views to the Planning Commission: Citizens wishing to express their views to the Planning Commission may do so in both written and verbal formats.

1. Written Testimony:

- a. Submit written comments via email to the Community Development Department at planningdepartment@ci.florence.or.us.
- b. Mail written comments to Florence City Hall
Attn: Planning Commission, 250 Hwy 101, Florence, OR 97439
- c. Drop off written comments to the City of Florence drop box located at Florence City Hall (250 Hwy 101) to the right of the main entrance.

**** Note:** Written comments must be received at least 2 hours prior to the meeting (August 11, 2020 at 3:30 p.m.) to be distributed to the Planning Commission, posted to the City of Florence website, and made part of the record.

2. Verbal Testimony: Citizens wishing to express their views to Planning Commission may participate in the meeting via GotoWebinar platform at the following link: <https://attendee.gotowebinar.com/register/7331399906843527438> . To do so, please complete a speaker's card online at <https://www.ci.florence.or.us/bc-pc/request-address-planning-commission-speakers-card> at least 1 hour prior to the meeting (August 11, 2020). City staff will then contact the speaker to let them know the process to participate in the meeting.

- a. Public Comments on items not on the agenda: General public comments (on items not on the Planning Commission agenda) will be allowed at each Planning Commission meeting during the public comment agenda item. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all items. In practicality, this means no more than five individuals will be allowed to comment verbally. There is no limit on written public comments.
- b. Public Hearing Testimony: Testimony on public hearing items will be allowed when a public hearing is held. Verbal comments will be allowed on public hearing items after staff has given their report and have allowed time for initial Commission questions.
- c. Public Comments on Action Items: Public Comments will be allowed on each action item on the Planning Commission agenda. Verbal comments will be allowed on action items after staff has given their report and have allowed time for initial Commission questions. Comments will be limited to three (3) minutes per person, with a maximum of 15 minutes for all comments on each action item. In practicality, this means no more than five (5) individuals will be allowed to comment verbally. There is no limit on written public comments.

For more information on the City of Florence's Temporary Public Meeting Policies, visit the City of Florence website at <https://www.ci.florence.or.us/em/public-meeting-during-covid-19>.

PUBLIC HEARING PROCEDURE

The Planning Commission must make its decision based on facts. Prior to the hearing, staff will identify the applicable substantive criteria which have also been listed in the staff report. These are the criteria the Planning Commission must use in making its decision. All testimony and evidence must be directed toward these criteria or other criteria in the Plan or Land Use Regulations which you believe applies to the decision per ORS 197.763 (5). Failure to raise an issue accompanied by statements or evidence sufficient to afford the Planning Commission and parties involved an opportunity to respond to the issue may preclude an appeal based on that issue. Prior to the conclusion of the initial evidentiary hearing, any participant may request more time to present additional evidence, arguments or testimony regarding the application.

- A. Open Hearing
 - *Planning Commissioners declare any conflicts of interest, bias, ex-parte contacts and site visits.*
 - *Public may challenge a Commissioner's impartiality in making the decision.*
- B. Staff Report
- C. Applicant's Testimony
- D. Testimony

The Planning Commission will hear testimony from those in favor of the proposal, those against the proposal, and those that are neutral but have a comment. Copies of written testimony submitted for the hearing have been distributed to the Planning Commission. When testifying, if someone has made statements with which you agree, just state that you agree with those comments. You do not need to restate the previous comments.

 - Proponents
 - Opponents
 - Neutral – Interested Persons
 - Rebuttal from Applicant
- D. Staff Response and Recommendation
- E. Close of Hearing
- F. Commission Deliberation - Direction to Staff or Decision
- G. 1st and 2nd on Motion
- H. Applicant's Opportunity to Respond to any New Conditions of Approval
- I. Discuss and Vote on Motion