
**City of Florence
Planning Commission Meeting
250 Hwy 101, Florence, OR 97439
August 11, 2020**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Vice Chairperson Phil Tarvin, acting as Chair called the meeting 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, Senior Planner Roxanne Johnston, and Assistant Planner Dylan Huber-Heidorn.

1. APPROVAL OF THE AGENDA

Start Time: 5:31 PM
Action: Approve
Motion: Commissioner Ron Miller
Second: Chairperson John Murphy
Vote: Unanimous 7-0

2. APPROVAL OF THE MINUTES OF JULY 14, 2020

Start Time: 5:33 PM
Action: Approve as presented
Motion: Commissioner Brian Jagoe
Second: Commissioner Ron Miller
Vote: Unanimous 7-0

3. PUBLIC COMMENTS There was one written comment from Florence resident, Steve Williams received on August 10th regarding Air B&B's emailed to Commissioners but, not added into the verbal record.

**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.

Open: 5:40 PM
Closed: 7:03 PM
Applicant: Sean Randall
Action: Senior Planner, Roxanne Johnston presented the staff report. The review included consideration of their architectural, landscaping, parking, utility, access and circulation plans. Joseph Moore, GMA Architects and Sean Randall were available to answer questions. The Planning Commission voted 5-2 to approve with conditions of approval as recommended and modified by staff. The dissenting votes cast were due to concerns for insufficient vehicle screening, inappropriate uses in the zone, and insufficient information regarding adequate vehicle stacking space.
Motion: Commissioner Brian Jagoe
Second: Commissioner Ron Miller
Vote: 5-2 to approve. Dissenting votes were from Commissioner Sandra Young and Commissioner Eric Hauptman.

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.

Open: 7:25 PM
Closed: 7:47 PM
Applicant: Steve Oldham, on behalf of Mark & Elizabeth Holden
Action: Assistant Planner, Dylan Huber-Heidorn presented the staff report. The review included consideration of a request for two variances for rear yard and river cutbank encroachments to replace a deck and staircase within the same footprint at 985 Alder St. The home was constructed under different cutbank standards and the deck possibly built without permitting. Steve Oldham was available to answer questions. The Planning Commission voted 7-0 to approve with conditions of approval as recommended and findings modified by staff.
Motion: Commissioner Brian Jagoe
Second: Commissioner Eric Hauptman
Vote: Unanimous 7-0

REPORT ITEMS

6. PLANNING COMMISSION REPORT & DISCUSSION ITEMS

Start Time: 7:52 PM
Discussion: Planning Director, Wendy FarleyCampbell provided an operations update that included information regarding staff members who continue to telework, respond to voice mail messages, and protocols that will be followed as the Governor establishes new measures. She reported the Siuslaw News would correct the erroneous article that was published regarding the commercial code modifications decision, Code Enforcement had issued certified mail notice to

Cannery Station regarding their lack of sand management, and a petition for annexation had been received for the Idylewood IV property. She concluded and stated that the Planning Department was waiting for a response from Oak Commons regarding their request to replace the approved 8-foot, wooden fence with a 6-foot cyclone fence, which would require a Planning Commission hearing for the requested modification.

Meeting adjourned at 7:58 PM.

ATTEST:

Phil Tarvin, Vice Chairperson

Veve McPherren, Admin. Assistant

DRAFT

Drive-Thru Kiosk & Carwash Land Use Applications

Coffee Kiosk: PC 20 13 DR 01

Car Wash: PC 20 14 DR 02



Location, Zoning & Plan Designation

- **Location-** E of Hwy 101, W of Old School Furniture, & Between 5th & 6th.
- **Zoning:** Mainstreet Area A
- **Comp Plan:** Downtown

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 2

Proposals

Drive-Thru Coffee Kiosk and Drive-Thru Carwash

- Two adjoining lots
- Shared parking, landscaping, access & utilities
- Similar design materials & colors

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 3

Prior Approvals W/Conditions

Oct. 22, 2019

- CUP approvals allow drive-thru uses in Mainstreet Area A District
- Front Setback variance approvals for both lots
- PC 19 10 CUP 03; PC 19 08 VAR 01 (Carwash)
- PC 19 09 VAR 02; PC 11 CUP 04 (Kiosk)

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 4

Review Criteria

Florence City Code, Title 10: Zoning

Ch. 1: Zoning Administration, Sections 1-4, 1-5; 1-6-3; 1-7
Ch. 3: Off-Street Parking and Loading, Sections 3-2 through 3-6; 3-8 through 3-10
Ch. 6: Design Review, Sections 4 through 9
Ch. 27: Mainstreet/Area A District, Sections 1 through 5
Ch. 34: Landscaping, Sections 2 through 5
Ch. 35: Access and Circulation, Sections 2-2 through 2-14, 3-1 through 3-3 and 4.
Ch. 36: Public Facilities, Sections 2-4, 2-5, 2-16, 2-17, 2-18, 3 through 8
Ch. 37: Lighting, Sections 2 through 6

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 5

Review Criteria

Florence City Code, Title 9: Utilities

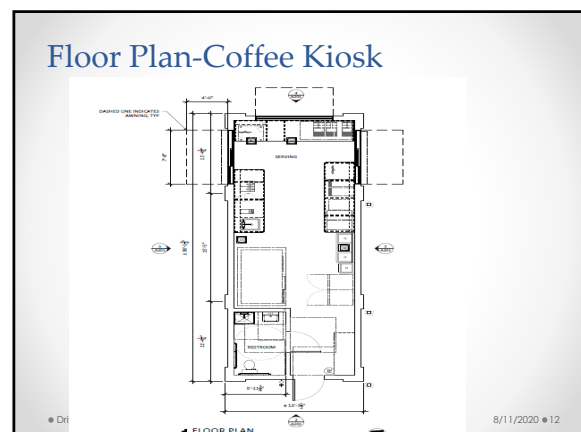
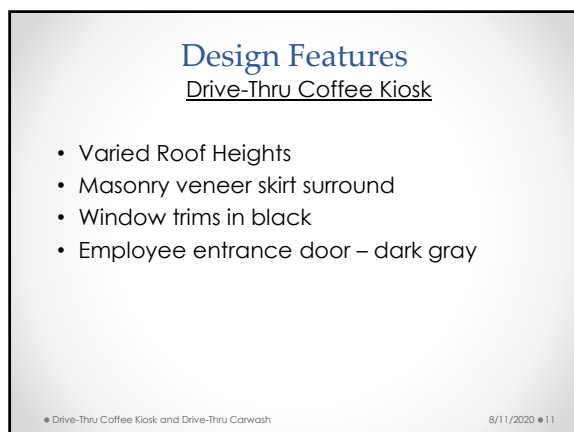
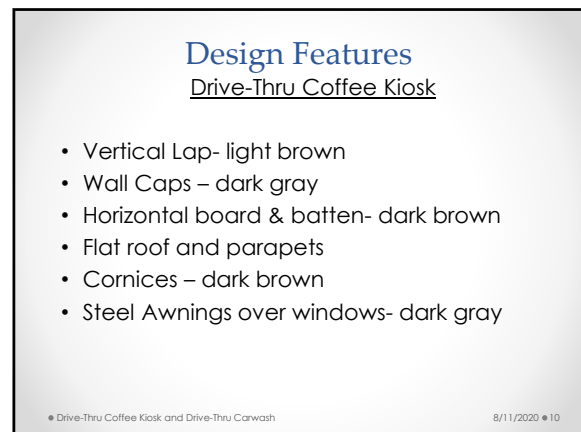
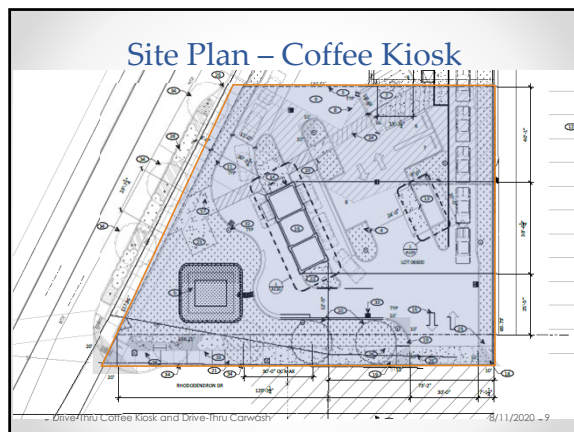
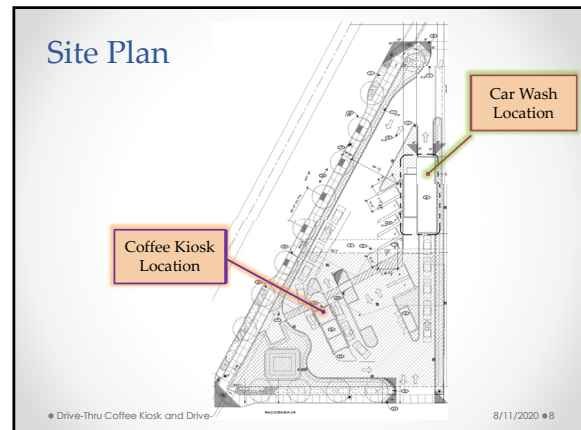
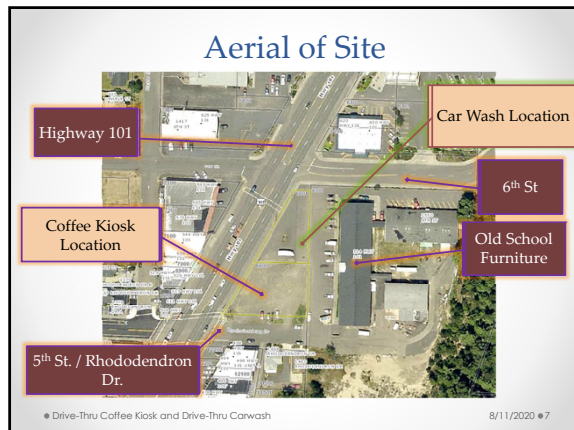
Ch. 5: Stormwater Management Requirements, Sections 1 thru 7

Florence Realization 2020 Comprehensive Plan

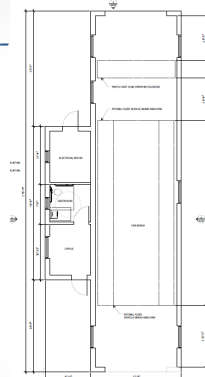
Ch. 2: Commercial Policy 9,
Ch. 12: Policies 13 & 29

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 6



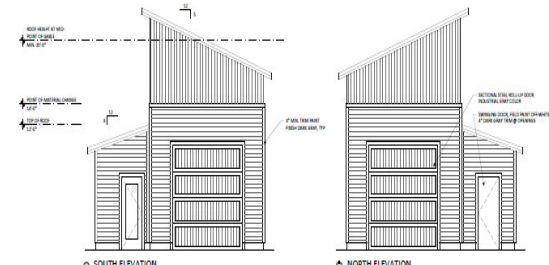
Floor Plan - Car Wash



• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 19

Elevations-Coffee Kiosk



• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 20

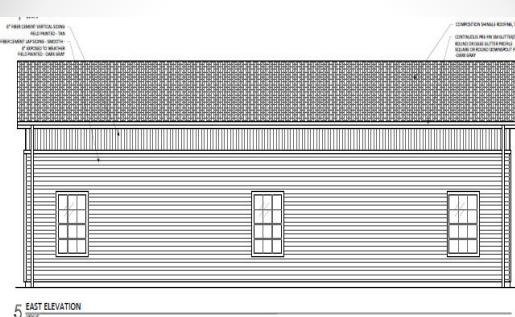
Elevations-Coffee Kiosk



• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 21

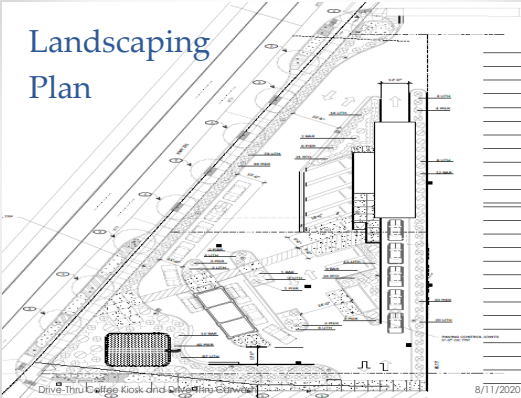
Elevations-Coffee Kiosk



• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 22

Landscaping Plan



• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 23

Landscaping Plants

PLANTING SCHEDULE

KEY	COMMON NAME	MIN. SIZE
PIER	PIERIS	3 GAL
BAR	BARBERRY	5 GAL
RTD	RED TWIG DOGWOOD	3 GAL
LITH	LITHODORA	4" POTS
ALR	RED ALDER	2" CAL.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 24

Landscaping Plants




Red Alder

Image taken on 8/11/2020 from <https://cgaxis.com/product/red-alder-tree-3d-model-5m/>

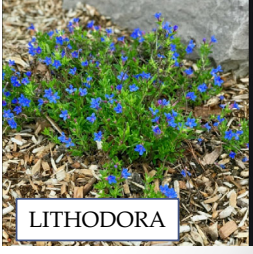
● Drive-Thru Coffee Kiosk and Drive-Thru Carwash 8/11/2020 ● 25

Landscaping Plants



PIERIS

Image taken on 8/11/2020 from <https://gardengoodsdirect.com/products/pieris-katsura>



LITHODORA

Image taken on 8/11/2020 from <https://www.petscribbles.com/is-your-lithodora-brown-after-winter-there-is-hope/>

● Drive-Thru Coffee Kiosk and Drive-Thru Carwash 8/11/2020 ● 26

Landscaping Plants



RED TWIG DOGWOOD

Image taken on 8/11/2020 from <https://growbeautifully.monrovia.com/grow-red-twig-dogwoods-for-winter-color/>



BARBERRY

Image taken on 8/11/2020 from www.provenwinners.com/plants/berberis/sunjoy-cinnamon-berberis-berberis-thunbergii

● Drive-Thru Coffee Kiosk and Drive-Thru Carwash 8/11/2020 ● 27

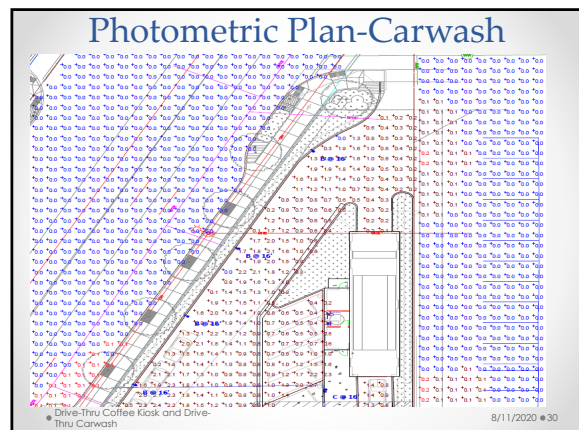
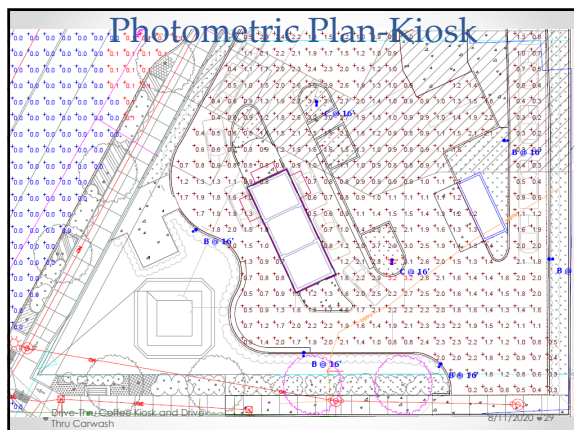
Photometric Plan

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
06601/06600	+	1.3 fc	3.2 fc	0.0 fc	N/A	N/A
06601/06600(Copy)	+	1.3 fc	3.2 fc	0.1 fc	32.0:1	13.0:1
Highway 101 Spill	+	0.0 fc	0.1 fc	0.0 fc	N/A	N/A
Light Spill	+	0.0 fc	0.2 fc	0.0 fc	N/A	N/A

Schedules								
Symbol	Label	QTY	Manufacturer	Catalog Number	Description	Lamp	Wattage	Distribution
○	B	18	Loxtek Puckin Lighting A/S	L7933A	L7933A Alberslund Mini LED 3000K	2-Digitor LED 184 4000K	112	
○	C	6	Loxtek Puckin		Alberslund mini LED 3000K EU	LED 3000K	71	

Only 8 "B"s & 3 "C"s are indicated on Plan

● Drive-Thru Coffee Kiosk and Drive-Thru Carwash 8/11/2020 ● 28



Testimony & Referrals

Public Testimony Received:

Testimony Received @ 3:36 today, Aug. 11:

Vesselk Martinez-

- COF spent \$2.5 mil to make Hwy 101 beautiful
- Proposal potentially damage current landscape
- Asks if enough similar development already
- Landscaping won't hide carwash
- Doesn't agree with color choices- feels we need 'fun' colors.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 31

Testimony & Referrals

Public Testimony Received:

None

Referrals Received:

Mike Miller, Public Works Dir.: Talks about improving 5th. The City would only participate in those costs to a maximum of 60%. W

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 32

Testimony & Referrals

Referrals continued...

From Dave Mortier, Building Official:

"The ADA parking requirements in the code state that it is for the "site" not each building. As long as there are accessible routes to the buildings (See code below). The number of spaces required by the code is 1 for every 25 spaces."

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 33

Staff Recommendation

Staff finds that the proposed applications meet the requirements of City Code with conditions, and **recommends approval** of **both Design Reviews**, subject to conditions of approval as stated.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 34

Informationals PC 20 13 DR 01– Kiosk PC 20 14 DR 02- Carwash

1. Discusses irrigation. A backflow device permit will be required at building construction.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 35

Informationals PC 20 13 DR 01– Kiosk PC 20 14 DR 02- Carwash

2. In regards to tree layout and vision triangles.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 36

Conditions of Approval
PC 20 13 DR 01– Kiosk
PC 20 14 DR 02- Carwash

1-3 standard conditions that everyone gets. Development agreement, digging, changes to Exhibit A requires approved.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash 8/11/2020 • 37

Conditions of Approval
PC 20 13 DR 01– Kiosk
PC 20 14 DR 02- Carwash

4. (modified request) ADA parking- requires 2, but since shared, requesting 1- Building Official okay with it.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash 8/11/2020 • 38

Conditions of Approval
PC 20 13 DR 01– Kiosk
PC 20 14 DR 02- Carwash

5. Pedestrian access to the internal site is provided; however, a recorded deed or easement, and covenant shall be required to use any off-site parking facilities.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash 8/11/2020 • 39

Conditions of Approval
PC 20 13 DR 01– Kiosk
PC 20 14 DR 02- Carwash

6. Regarding signage plan permitting
7. Need a Bicycle Plan
8. Mark variance dimensions on plans
9. Car wash hours (Modify?)
10. Public Works Director will need to approve 5th St. improvements

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash 8/11/2020 • 40

Conditions of Approval
PC 20 13 DR 01– Kiosk
PC 20 14 DR 02- Carwash

11. Performance Bonds request prior to permitting
12. Landscape not to interfere w/ users
13. Applicant shall obtain a Construction Permit in the Right-of-way to install driveway approaches and sidewalks.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash 8/11/2020 • 41

Conditions of Approval
PC 20 13 DR 01– Kiosk
PC 20 14 DR 02- Carwash

14. Non-remorse with the City for construction in ROW.
15. 5th needs reconstructed due to increased traffic

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash 8/11/2020 • 42

Conditions of Approval
PC 20 13 DR 01– Kiosk
PC 20 14 DR 02- Carwash

16. Access & Management Easements and the Old School Furniture Site to the east.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 43

Conditions of Approval
PC 20 13 DR 01– Kiosk
PC 20 14 DR 02- Carwash

17. The employee entrance to the kiosk does not provide connection to the sidewalk systems.

18. In order to extend a sewer lateral to the carwash from 5th St., a private utility easement for the sewer line shall be required because the line would cross the lot lines.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 44

Conditions of Approval
PC 20 13 DR 01– Kiosk
PC 20 14 DR 02- Carwash

19. Sheet C-3.0 in Exhibit D indicates the new proposed wastewater line in the drawing as a 6". The drawing notes state that this line is an 8". This discrepancy shall be rectified in the Civils during the permitting process.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 45

Conditions of Approval
PC 20 13 DR 01– Kiosk
PC 20 14 DR 02- Carwash

20. Stormwater conditions to ensure plans are harmonious with City.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 46

Conditions of Approval
PC 20 13 DR 01– Kiosk
PC 20 14 DR 02- Carwash

21. Additionally, cross access and maintenance easements between the property owners of the carwash and coffee kiosk

22 & 23. Lighting Plan to be revisited

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 47

Conditions of Approval
PC 20 13 DR 01– Kiosk
PC 20 14 DR 02- Carwash

24. Lighting shall be extinguished at the end of business hours except as needed for safety.

25 & 26. Stormwater Planter, catch inlets, not basins.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 48

Conditions of Approval PC 20 13 DR 01- Kiosk PC 20 14 DR 02- Carwash

27. Need dimensioned landscape plan to include plantings in Planter

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 49

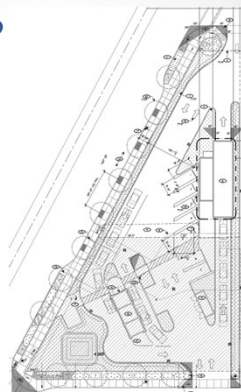
Alternatives

1. **Approve the application(s);**
2. Deny the application(s);
3. Modify the findings, reasons, or conditions and approve the application(s), or
4. Continue the Public Hearing to a date certain if requested or if more information is needed.

• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 50

Questions?



• Drive-Thru Coffee Kiosk and Drive-Thru Carwash

8/11/2020 • 51

985 Alder Setback Variance

PC 20 21 VAR 01



Introduction

- Steve Oldham, on behalf of Mark and Elizabeth Holden, applied for a variance to replace a deck which was originally constructed without permits or variances
- To build the deck, variances would be required for both the rear yard setback and the river cutbank setback

• 985 Alder Setback Variance

8/11/2020 • 2

Criteria

Criteria applying to this matter include:

Florence City Code:

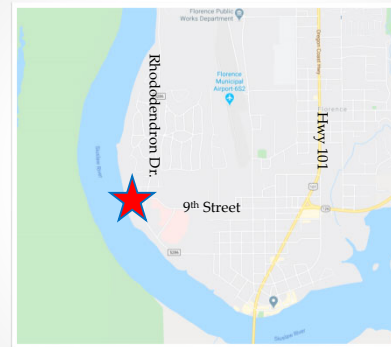
Title 10 Chapters:

- 1: Zoning Administration; Sections 1-4, 1-5, and 1-6-3
- 5: Zoning Adjustments and Variances; Sections 2, 3, 4, 6, and 7
- 7: Special Development Standards; Sections 2, 3, and 6
- 10: Residential Districts, Section 4
- 19: Estuary, Shorelands, and Beaches and Dunes; Sections 3 and 6
- 37: Lighting, Sections 2, 4, and 5-R

• 985 Alder Setback Variance

8/11/2020 • 3

Vicinity



• 985 Alder Setback Variance

8/11/2020 • 4

Site Aerial



River Cutbank (appr. 28' from deck)



• 985 Alder Setback Variance

8/11/2020 • 5

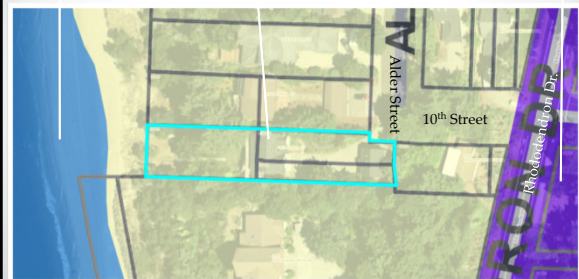
Zoning



Conservation Estuary

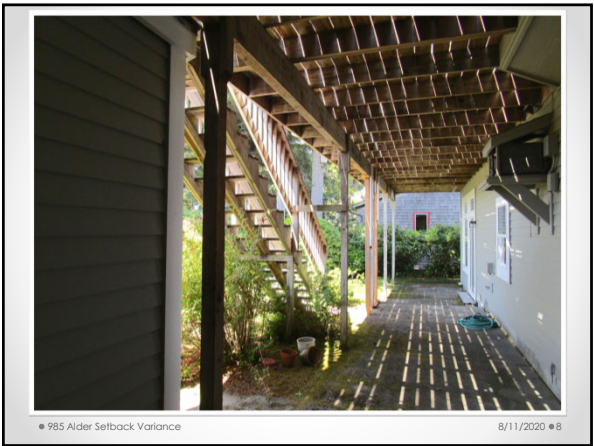
Low Density Res.
(/SR)

Professional Office /
Institutional

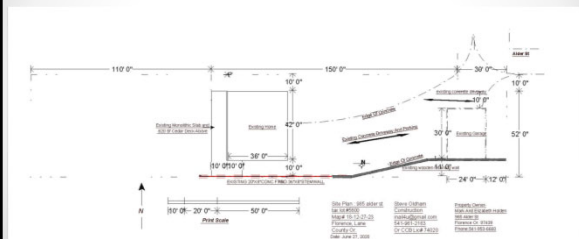


• 985 Alder Setback Variance

8/11/2020 • 6



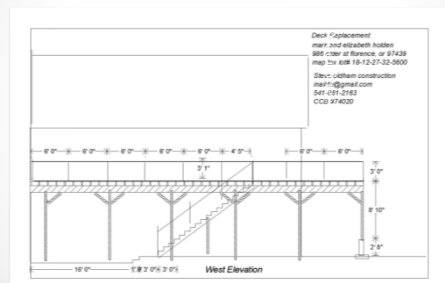
Site Plan



• 985 Alder Setback Variance

8/11/2020 • 13

Building Code Concerns

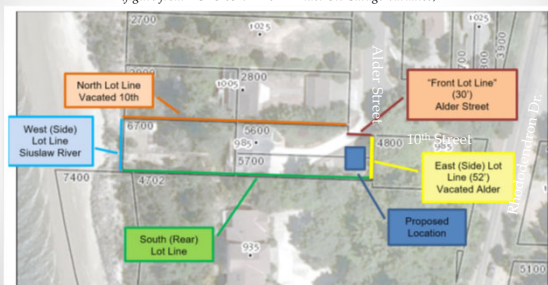


• 985 Alder Setback Variance

8/11/2020 • 14

Frontage Definitions

(figure from PC 15 05 VAR 01 – Alder St. Garage Variance)



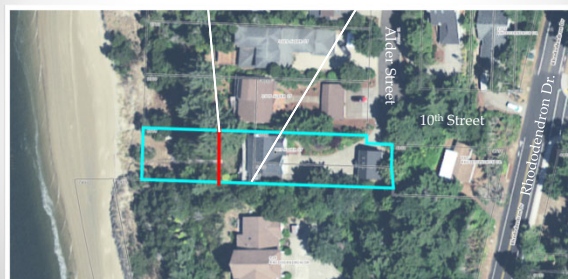
• 985 Alder Setback Variance

8/11/2020 • 15

Setback Variances Requested

River Cutbank: 44% / 22'

Rear Yard: 100% / 5'



• 985 Alder Setback Variance

8/11/2020 • 16

Staff Recommendation

Staff finds that the proposed application can meet the requirements of City Code with conditions of approval as follow. Staff recommends approval of the application.

• 985 Alder Setback Variance

8/11/2020 • 17

Conditions of Approval

- Requires construction to comply with building codes
- Limits the deck's replacement to within the existing deck's footprint
- Sets a 1-year deadline to begin building
- Requires compliance with lighting code

• 985 Alder Setback Variance

8/11/2020 • 18

Alternatives

1. Approve the application with the conditions of approval as proposed;
2. Modify the findings, reasons, or conditions and approve the proposal;
3. Deny the application; or
4. Continue the Public Hearing to a date certain if more information is needed.

• 985 Alder Setback Variance

8/11/2020 • 19

Questions?



• 985 Alder Setback Variance

8/11/2020 • 20