

**City of Florence**  
**Planning Commission Meeting Minutes**  
**250 Hwy 101, Florence, OR 97439**  
**September 14, 2021**

**CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE**

Chairperson Phil Tarvin called the meeting to order at 5:30 PM.

Commissioners Present: (VideoConference) Chairperson Phil Tarvin, Vice Chairperson Sandi Young, Commissioner John Murphey, Commissioner Eric Hauptman, Commissioner Ron Miller, Commissioner Andrew Miller.

Staff Present: (In House) Planning Director Wendy FarleyCampbell, Senior Planner Roxanne Johnston, FEC Manager Aleia Bailey, Planning Technician Sharon Barker

At 5:30 PM, Chair Tarvin opened the meeting, Sharon Barker did a Roll call. All members present. Commissioner Hauptman led the flag salute

**1. APPROVAL OF THE AGENDA**

Start Time: 5:32PM

Action: Approved

Motion: Vice Chair Young

Second: Commissioner Andrew Miller

Vote: 6-0

There was no discussion on the agenda and it was approved unanimously.

**2. APPROVAL OF THE MINUTES OF August 24, 2021**

Start Time: 5:32 PM

Action: Approved

Motion: Commissioner Ron Miller

Second: Commissioner John Murphey

Vote: 6-0

**3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA:**

None were noted

No Speaker's cards were received nor public comments made.

Chairperson Tarvin relayed basic instructions regarding the proceedings and asked if any member wished to disclose a conflict of interest, ex-parte contact, or biases. None were declared. No citizens present wished to challenge any commissioner.

**4. PC 21 26 ANN 07 & PC 21 21 ZC 07 – Anderson 88385 1<sup>st</sup> Ave. Annexation and Zone Assignment**

Planning Commission will deliberate a request from Laurel Anderson to annex approximately .59 acres of property and apply a City of Florence zoning designation of Medium Density Residential to annexed lands on property described on Assessors Map No. 18-12-04-42, Tax Lot 01301 located at 88385 1<sup>st</sup> Ave, situated SE of the intersection at 1<sup>st</sup> Ave. and Meares St.

Chair Tarvin opened the hearing and called upon Senior Planner Roxanne Johnston to deliver the staff report for this agenda item.

Johnston: Lauren Anderson is the soul owner of this property and submitted a petition for annexation on June 21, 2021 representing consent from 100% of the property owners. Seeks to connect to sanitary sewer services for an existing residence. Vicinity Map was shown, proposed annexation is on the east side of 1<sup>st</sup> Avenue below undeveloped Meares St., Driftwood Shores to the North, and Kiwanda Street to the South. Annexation criteria slide #10 was displayed and explained. Zone Assignment Criteria slide #11, Annexation before and after annexation Map slide #12, and Comprehensive Plan Designation slide #13 were displayed and explained. Slide 13 showed that property is in the medium density residential area for future planning and the request for Medium Residential falls within our Comprehensive Plan. Zoning Map before and after zoning, slide #14 was displayed and explained. Johnston explained that written public testimony was received from Charles and Charlene Rouse. They were concerned about high water table, storm water drainage ground degradation, damage to real property, pollution of the septic systems in the area, and the cost of connecting to sewer. Johnston explained the Property is located within a significant riparian reach, which means that there is quite a bit of drainage there on the property. What that means, is that any new development that is proposed would have to go through all the measures to mitigate anything within the reaches. Staff will make sure that all the steps are followed for any future construction there. Referral comments were received from Public Works. Lane Co. Planning, had no comments. Lane County Transportation Planning they do not have a problem with the annexation but that any drainage is to be kept on site and not conveyed to the public street. Property has access to water, access, sewer. Stormwater will be considered with future development. The services that they will continue to get are Emergency Services and Police. They will be adding Florence Police Dept to the service area. There were no conditions of approval recommended. Alternatives were listed. Staff finds proposed application can meet the requirements of City Code and recommends approving recommendation to the City Council supporting annexation and a zoning assignment of Medium Density Residential.

There were no questions from Commissioners:

Chair Tarvin asked if petitioner had a presentation.

Petitioner Laurel Anderson was present via Conference Call: Has owned the property sixteen years, and has always wanted to be on the sewer system and feels that now is the right time, with other neighbors annexing.

Petitioner has read the staff report and the finding of facts, and understands the conditions of approval as they are proposed.

There were no speaker's cards

Chair Tarvin: asked for final comments from staff and their final recommendation.

Johnston: Staff finds that the proposed application can meet the requirements of City Code as presented. And staff recommends approving a recommendation from the Planning Commission to the City Council supporting annexation and a zoning assignment of Medium Density Residential, in accordance with the Comprehensive Plan.

Discussion on whether or not to close the public hearing, if the planning commission wishes to hear additional evidence on, the Commission may elect to continue the hearing to a future meeting, or keep meeting open.

Hearing was closed at 5:55 pm

Petition waived her right to final written argument.

Chair Tarvin asked if there were any Commissioners that would like to deliberate on this item.

There was no deliberation

Chair Tarvin asked for a motion.

Commissioner Hauptman made a motion to approve resolution PC 21 26 ANN 07 and PC 21 21 ZC 07  
Commissioner Ron Miller second

Commissioner Andrew Miller: yes  
Commissioner Eric Hauptman: yes  
Commissioner Ron Miller: yes  
Commissioner John Murphey: yes  
Vice Chair Young: yes  
Chair Person Tarvin: yes

Motion Carried: 6-0

Hearing opened at 5:38  
Closed: 5:55

There were no Commissioner report or discussion items.

FarleyCampbell for Director's Report: One of the items that I carried over on the agenda for tonight is touching base again on your work plan. In July you made a recommendation to the City Council for your Year 1 top 6 priorities, and the Council considered all the committee's priorities in their regular session. They are now ready to be implemented. To recap the Planning Commission's top six items that you had interest in working on in this year:

1. Housing efforts and initiatives, this can be code updates, policy implementation, affordable housing, short term rentals, rv parks, transitional housing
2. Commercial and the Light Industrial housekeeping updates.
3. Planning Commission engaged in other sub-committees
4. Lighting Code Update
5. Storm Water code updates
6. Vegetation Preservation updates.

Out of those 6 the one that we slated to be done first is the Commercial and Industrial housekeeping. You can do these in any order that you find is warranted.

I want to update you on the housing priority, because I did have some staff tasks on that, and some progress has been made. On August 31<sup>st</sup>, Staff wrote a grant for Planning Assistance to DLCD for the purpose of doing the code updates and looking at gauging the public's and the City's interest in certain types of policies; (What would they be most interested in) so that a subcommittee does not spend a lot of time trying to work through policies that won't get any traction with the public or legislative body. Another big part of that are the associated Phase 2 housekeeping code updates related to residential, the topics we did not accomplish last time: transitional housing, the mobile home park code, we identified some issues with clear and objective criteria that have come up since the recent adoption.

We are hoping to get that grant and get some of that work done.

We would be looking for a citizen's advisory committee to be shepherding that project through, if we are successful in getting the funding. We will be looking for 2-3 members or even one member from the Planning Commission to participate, in the grant work applied for. Work can be done in advance of the grant. An example is the tax abatement program and Commissioner's Eric Hauptman and Andrew Miller have offered to

assist with that, Chair Tarvin as well, they are all scheduled to attend a meeting September 23<sup>rd</sup>, for that objective. If there is anyone from the commission that is interested in doing other work on housing then we could consider, setting up a subcommittee for that particular item

Comm. Hauptman: That is the first that I have heard about a meeting on the September 23<sup>rd</sup>.

FarleyCampbell: Sarah Moehrke sent out an invite, and I thought she received everyone's response, that meeting is scheduled for the 23<sup>rd</sup> at 11:00. I will forward you the invite, just in case you didn't get it or it is in your junk mail.

FarleyCampbell: additionally, in regards to the housing, Staff is going to apply for another grant and that will be a technical assistance grant, due October 1<sup>st</sup>. If you look at an aerial of Florence, you will see undeveloped area west of HWY 101 near the hospital. What we are hoping to do a neighborhood master plan for the Professional Office District. With a Master Plan planning can be done for utility and road infrastructure to entice property owners to develop rather than development on the fringes of town. The pressures you are seeing on some code updates in the industrial park are coming from this area not being ready to go. Pacific View Business Park is shovel ready, that is why we have medical type uses going in there, while they should be going in the Professional Office District.

There are other code updates that I would professionally be interested in moving forward because as staff we are handling an abundant number of inquiries on short-term rentals, we handle at least 2 inquiries every week, last year it was maybe on a month. A lot of housing stock is being considered by outside parties interested in buying a house and turning it into a short-term rental, and these house that they are talking about are in your neighborhoods, not out at the beach. I would like to see us get ahead of it and set some policy, so we have something to communicate to people when then ask. As of now all that is required is a business license and registering for TRT taxes in the County.

That concludes what I wanted to talk with you about regarding the work-plan, I wanted to re-state what your priorities were, July is going to come up fast, and that is when you will be making a report to council, on what was accomplished, I'm hoping that the commissioners can share with one another on what your interests are, if you are the lone person on a project, staff will support you.

Chair Tarvin: Do we have any calendar highlights?

Farley Campbell: Your next meeting is the 28<sup>th</sup> of September and you are hearing two projects--Shorepines multi-family development, design review and 2 variances. The variances will be for density and building height. We have a contract planner performing the findings work for the design review and City Staff will be writing the findings for the variances. The reason that Shorepines is going to the Planning Commission is because they requested a parking exception and a reduction in lighting. Under our current code updates, housing would have just been a staff review, but they are requesting exceptions and so it elevates it to a public hearing.

The other item is for Deacon Matthews' (Sandmaster Park) who has applied for a Variance for the compost, landscape yard, because of the Three Mile Prairie work he is moving his yard supplies around so they can put the road in. There is a possibility that this particular application may be continued based on the initial review of the final plat materials that we did get for the Three Mile Prairie. It has been noticed to the public but there is a possibility that it will be continued.

The rest of your October calendar is tentative, we do have some applications, I am just sure if they will be ready by then the noticing is due next week for October 12<sup>th</sup>, so unless you have a continuance from one of the items on the 28<sup>th</sup>, you will be off that meeting or you could have a work session. To go over some of the items on the work plan. October 26<sup>th</sup> is too far out; we are not sure if you will have any hearing items for the meeting.

We have lots of other things going on with Type I and Type II's. Staff is processing lots of ADU's, lots of Site investigation reports. Roxanne is in the process of writing the findings for Oak Manor, that is another apartment complex that is proposed on Oak Street, just north of 38<sup>th</sup> Loop, between Nandina Drive and the East Bank and HWY 101.

The meeting adjourned at 6:15 PM.

**ATTEST:**

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Sharon Barker, Planning Technician

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Phil Tarvin, Chairperson

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