



**City of Florence  
Planning Commission  
Regular Session**  
Florence City Hall  
250 Hwy101  
Florence, OR 97439  
541-997-8237  
[www.ci.florence.or.us](http://www.ci.florence.or.us)

Meeting materials including information on each agenda item are published at least 24 hours prior to the meeting and can be found at the City of Florence website 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>

**December 12, 2023**

**AGENDA**

**5:30 p.m.**

Commissioners: Sandra Young, Chairperson – Kevin Harris, Vice Chairperson  
Eric Hauptman, Commissioner – Laurie Green, Commissioner – Wendy Krause, Commissioner  
Debbie Ubnoske, Commissioner – Renee LoPilato, Commissioner

**Florence Planning Commission meetings are being held in person and via videoconference.**

The public may attend in person or through the 'GoToWebinar' platform at the following link: <https://attendee.gotowebinar.com/register/5705387162888358493>. 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 TTY can be provided for the hearing impaired. These services may not be available during meeting but may occur as a follow up service. To arrange for these services, contact Community Development Department at 541-997-8237. Meeting is wheelchair accessible.

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

**1. APPROVAL OF THE AGENDA**

**2. APPROVAL OF THE MINUTES**

- June 27, 2023
- November 14, 2023
- November 28, 2023

**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.*

**Public Hearings:**

**4. RESOLUTION PC 23 08 DR 02: Hwy 101 Dollar General Design Review**

**Continued from November 14, 2023...** An application submitted by Kirk Farrelly, PE, of Capital Growth Buchalter as represented by Charlie Severs, PE, JSA Civil, LLC, to request a Design Review for a +/- 10,640 sq. ft. Dollar General retail store on an undeveloped parcel, Assessor's Map #18-12-23-22 Tax lot 06800 located north of the 35<sup>th</sup> and Hwy 101 intersection. The proposal includes considerations of the store's exterior architectural features, color palette, parking, lighting, landscaping, pedestrian walkways, access, utilities and more. The property is zoned Highway District, regulated by Florence City Code Title 10, Chapter 16.

*Contract Planner  
Roxanne  
Johnston*

**5. RESOLUTION PC 23 25 PUD 01– Myrtle Glen Final PUD:** An application submitted by Mike Johnson, on behalf of the applicants William Johnson Construction, Inc. and property owner David J. Bielenberg, for final planned unit development (PUD) plan review. The PUD proposal consists of extending 37<sup>th</sup> St., and constructing 25 townhomes, parking, stormwater, open space and recreation space on 3.34 acres of property as shown on the Lane County Assessor's Map # 18-12-22-11, TLs 01200 & 00200 located west of the 37<sup>th</sup> and Oak St. intersection. The property is zoned High Density Residential, regulated by Florence City Code Title 10, Chapter 10.

*Community  
Development  
Wendy  
FarleyCampbell  
Assistant Planner  
Clare Kurth*

## 6. **RESOLUTION PC 23 29 TA 05 – HIP Phase 2 Housing Code Update #2**

Consider a city-initiated amendment to Florence City Code Title 10 related to transitional housing and emergency shelters.

*Community  
Development  
Wendy  
FarleyCampbell*

## 7. **REPORT & DISCUSSION ITEMS**

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

*Community  
Development  
Wendy  
FarleyCampbell*

## 8. **PLANNING COMMISSION CALENDAR**

Date	Time	Description
December 26, 2023	5:30 PM	Regular Session - Canceled
January 9, 2024	5:30 PM	Regular Session
January 23, 2024	5:30 PM	Regular Session
<b>9. ADJORN</b>		

**Citizens wishing to view the meeting may do so through the following options:**

1. Attend in person at Florence City Hall – 250 Hwy 101, Florence, OR 97439.
2. Watch live through the GoToWebinar platform. To access the meeting via GoToWebinar please visit the following link: <https://attendee.gotowebinar.com/register/5705387162888358493> . Watch live on Charter Cable Channel 191.
3. Watch online via Campbell Productions at <http://video.ibm.com/channel/Hjzx9zagzZc>

**Citizens wishing to express their views and provide testimony may do so in one of the following ways:**

**Written Testimony:** (1) Submit written comments via email to the Community Development Department at [planningdepartment@ci.florence.or.us](mailto:planningdepartment@ci.florence.or.us). (2) Mail written comments to Florence City Hall, Attn: Planning Commission, 250 Hwy 101, Florence, OR 97439. (3) 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. (4) Provide verbal testimony at the hearing. (5) Provide written testimony submitted in-person at the hearing. **\*\* Note:** Written testimony not submitted at the hearing must be received at least 2 hours prior to the meeting (December 12, 2023 at 3:30 p.m.) in order to be distributed to the Planning Commission, posted to the City of Florence website, and made part of the record.

**Verbal Testimony:** Citizens wishing to express their view verbally may participate in the meeting at Florence City Hall or via GoToWebinar: <https://attendee.gotowebinar.com/register/5705387162888358493> . To do so, please complete a speaker's card request in person or online at <https://www.ci.florence.or.us/bc-pc/request-address-planning-commission-speakers-card> at least 1 hour prior to the meeting (December 12, 2023). If participating via GoToWebinar staff will contact the speaker to let them know the process to participate in the meeting. Call the Community Development Department at 541-997-8237 at least 24 hours prior to the hearing if you would prefer to arrange participation over the phone.

*Testimony not submitted in compliance with the above procedures, will not be included in the record.*

### **Testimony time limits:**

1. **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 (5) individuals will be allowed to comment verbally. There is no limit on written public comments.
2. **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. Written testimony will not be read into the record by staff.
3. **Public Comments on Action Items:** Public Comments will be allowed on each action item on the Planning Commission agenda, except for land use decisions for which the public hearing is closed. 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.

## **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. Applicant Accept or Waive Final Written Argument
- F. Close Hearing
- G. Commission Deliberation - Direction to Staff or Decision
- H. 1<sup>st</sup> and 2<sup>nd</sup> on Motion
- I. Applicant's Opportunity to Respond to any New Conditions of Approval
- J. Discuss and Vote on Motion