



City of Florence
A City in Motion

**City of Florence
Planning Commission
Work Shop**

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>.

April 9, 2024

Revised -WORK SHOP AGENDA

5:30 p.m.

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

*With 48-hour prior notice, in interpreter and/or TTY: 541-997-3437, can be provided for hearing impaired.
Meeting is wheelchair accessible.*

The Florence Planning Commission Work Shop will be held in person and virtually via GotoWebinar.

In addition, members of the public can listen and view the meeting through the ‘GoToWebinar’ platform at the following link <https://attendee.gotowebinar.com/register/7784561454535618910> . Meetings are also shown live on Cable Channel 191 and online at <https://www.ci.florence.or.us/citymanager/public-meetings-live> .

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

ACTION ITEM:

1. APPROVAL OF THE MINUTES:

- June 14, 2022
- June 28, 2022
- December 27, 2022

2. PUBLIC COMMENTS ON ACTION ITEM: This is an opportunity for the members of the audience to make any corrections or additions to minutes listed above.

WORK SHOP ITEMS:

3. Land Use Application Checklist

Staff has prepared a draft land use application and completeness checklist based on the Feb 13th workshop discussion. The objective is to facilitate staff efficiency in evaluating and application’s completeness and benefit applicants with having a clear list of submittal requirements. This is a continued discussion from a [February 13, 2024](#) work shop.

4. Florence City Code Title 10 Chapter 6 Design Review, Section 6-4-G--Architectural color palette code interpretation and policy communication methods. Staff has prepared a draft handout based on the February 13th workshop with a goal to inform permitted and prohibited colors on non-residential buildings. This is a continued discussion from a [March 28, 2023](#) and [February 13, 2024](#) work session item.

PLANNING COMMISSION CALENDAR

5. *All meetings are held in person with a virtual option unless otherwise indicated*

Date	Time	Description
April 23, 2024	5:30 PM	Regular Session
May 14, 2024	5:30 PM	Regular Session
May 28, 2024	5:30 PM	Regular Session
June 11, 2024	5:30 PM	Regular Session
6. ADJOURN		

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/6012757839491527510> . 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 may do so in one of the following ways:

Written Comments: (1) Submit written comments via email to the Community Development Department at 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 comments at the meeting. (5) Provide written comments submitted in-person at the hearing. ** Note: Written comments not submitted at the work shop must be received at least 2 hours prior to the meeting (March 12, 2024 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 Comments: Citizens wishing to express their view verbally may participate in the meeting at Florence City Hall or via GoToWebinar: <https://attendee.gotowebinar.com/register/6012757839491527510> . 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 (March 12, 2024). 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.

Comments time limits:

1. Public Comments on Action Items: Public comments and/or corrections or additions will be allowed at 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 Comments on Work Shop Items: Public Comments will be allowed on each work shop item on the Planning Commission agenda. Verbal comments will be allowed 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 work shop item.