



**City of Florence
Planning Commission
Regular Session**

Florence City Hall
250 Hwy101
Florence, OR 97439
541-997-8237
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>

May 28, 2024

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/920577544830897494>. 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

- January 9, 2024

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 24 16 EAP 01– Request for Extension of Residential Use at Laurel & 7th - Castleman

The applicant, Mr. Castleman, requests an extension of a Conditional Use Permit (CUP) to develop a lot zoned Mainstreet Area B with a single unit residential dwelling, an extension of the temporary CUP for a construction site dwelling, and an extension of the variance for a decrease in the front and rear yard setback. These 3 items were approved by the Florence Planning Commission on November 14, 2023 through Resolution PC 23 19 CUP 02. This project is to be located on two tax lots on the corner of 7th Street and Laurel Street, at Assessor's Map 18-12-27- 44, Tax Lot 05602 (conditional use permit and variance for a residential unit) and Tax Lot 05601 (temporary construction site dwelling).

*Associate
Planner
Clare Kurth*

5. **RESOLUTIONPC 24 13 CUP 09 – 1732 Laurel Way Suite A Care Taker Unit**

A Conditional Use Permit application submitted to construct a caretaker unit in an existing building located at 1732 Laurel Way. This also consolidates a change of use request from office and storage use to a care taker unit. The property is located at Assessor's Map 18-12-27-10, Tax Lot 00140, situated in the Limited Industrial District regulated by Florence City Code Title 10, Chapter 20.

*Senior Planner
Roxanne
Johnston*

6. **REPORT & DISCUSSION ITEMS**

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

*Community
Development
Wendy
FarleyCampbell*

7. **PLANNING COMMISSION CALENDAR**

Date	Time	Description
June 11, 2024	5:30 PM	Regular Session
June 25, 2024	5:30 PM	Regular Session
July 9, 2024	5:30 PM	Regular Session
8. 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/920577544830897494>
3. Watch live on Charter Cable Channel 191.
4. Watch online live and replay 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. (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 (May 28, 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 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/920577544830897494> . 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 (May 28, 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.

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. 1st and 2nd on Motion
- I. Applicant's Opportunity to Respond to any New Conditions of Approval
- J. Discuss and Vote on Motion