



**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/subscription>

May 13, 2025

AGENDA

5:30 p.m.

Commissioners: Debbie Ubnoske, Chairperson – Laurie Green, Vice Chairperson
Marylin Datzman, Commissioner – Eric Hauptman, Commissioner
Renee LoPilato, Commissioner – Lucas McQuillan, Commissioner – Sandra Young, Commissioner

In addition to attending in person, members of the public can listen and view the meeting through the 'GoToWebinar' platform at the following link: <https://attendee.gotowebinar.com/register/6770785353964918614> Meetings are also shown live on Cable Channel 191 and online at <https://www.ci.florence.or.us/citymanager/public-meetings-live>. With 48-hour prior notice, an interpreter and/or TTY can be provided for the hearing impaired. These services may not be available during meetings but may occur as a follow-up service. To arrange for these services, contact the Community Development Department at 541-997-8237. The meeting is wheelchair accessible.

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

1. APPROVAL OF THE AGENDA

2. APPROVAL OF MINUTES from PC Meeting on April 8, 2025

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 25 02 CUP 01 & PC 25 01 DR 01- SOS

An application submitted for a Conditional Use Permit and Design Review to allow for the Professional Office use in an existing building located at 1536 12th Street, Assessor's Map 18-12-27-41, Tax Lot 00400, situated in the High Density Residential District. This area is regulated by Florence City Code Title 10, Chapter 10.

*Planner
Hanna
Hutcheson*

5. REPORT & DISCUSSION ITEMS

- Planning Commission Discussion and Sub-Committee Reports
- Director's Report & Discussion Items

*Community
Dev. Dir. Wendy
Farley-Campbell*

6. PLANNING COMMISSION CALENDAR

*Planning Mgr.
Jacob Foust*

Date	Time	Description
May 20, 2025	5:30 PM	City Council Special Meeting at FEC – Flood Damage Prev.
May 27, 2025		No meeting
June 10, 2025	5:30 PM	Regular Meeting

7. ADJOURN

Meeting Viewing Options:

1. Attend in person at Florence City Hall – 250 Hwy 101, Florence, OR 97439.
2. Watch live online via GoToWebinar using the link at the top of this agenda.
3. Watch replay at the City's [Vimeo Site](#).
4. Watch live and replay on Charter Cable Channel 191.
5. Watch live and replay online via Campbell Productions at <http://video.ibm.com/channel/Hjzx9zagzZc>

Public Hearing Participation: Citizens wishing to express their views and provide testimony for a public hearing must do so in one of the following ways:

(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 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 (April 8, 2025 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. (5) Provide verbal testimony at the hearing either in person or via GoToWebinar. If participating remotely 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 (April 8, 2025). Staff will contact the speaker to let them know the process to participate in the meeting. Verbal comments will be allowed on public hearing items after staff has given their report and have allowed time for initial Commission questions.

Public Comments for Items not on the Agenda:

Citizens wishing to express their views during "Public Comments" may do so following the procedures above.

Speaking 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. Testimony will be limited to five (5) minutes per person, with no limit to the number of speakers.
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 five (5) minutes per person, with a maximum of 15 minutes for all comments on each action item. In practicality, this means no more than three (3) 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
- E. Staff Response and Recommendation
- F. Applicant Accept or Waive Final Written Argument
- G. Close Hearing
- H. Commission Deliberation - Direction to Staff or Decision
- I. 1st and 2nd on Motion
- J. Applicant's Opportunity to Respond to any New Conditions of Approval
- K. Discuss and Vote on Motion