

**City of Florence
Planning Commission Meeting Minutes
250 Hwy 101, Florence, OR 97439
July 22, 2025**

CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE

Meeting called to order at 5:33 PM.

Commissioners Present: Chair Debbie Ubnoske, Vice Chair Laurie Green,
Comm. Renee LoPilato,
Comm. Lucas McQuillan, Comm. Sandra Young
Comm Phil Tarvin(remote)

Commissioners Absent: Comm. Marylin Datzman

Staff Present: Planning Director Wendy Farley-Campbell, Planning Manager Jacob Foutz, Associate Planner Hanna Hutcheson, Admin Analyst Peighton Allen, Admin Assistant Nancy Ervin

At 5:33 PM, Chair Ubnoske opened the meeting, Nancy Ervin took the roll call. Vice Chair Young led the flag salute.

1. APPROVAL OF THE AGENDA

Action: Approve Agenda as presented.
Motion : Comm. Lopilato
Second : Vice Chair Green
Vote: Unanimous

2. APPROVAL OF JUNE 10 MINUTES

Action: Approve Minutes as presented.
Motion : Comm. Young
Second : Comm. Lopilato
Vote: Unanimous

3. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA— none

PUBLIC HEARING

Chair Ubnoske read the land use process into the record for the hearing and asked if any member wished to disclose a conflict of interest, ex-parte contact, or biases and the right of the public to challenge any commissioner's ability to hear this matter.

- Debbie Ubnoske asks for any additional disclosures, and two are made.

Chair Ubnoske: Our fourth agenda item tonight is a Public Hearing for Resolution PC 25 13 ANN 01 & PC 25 13 ZC 02

4. RESOLUTION PC 25 13 ANN 01 & PC 25 13 ZC 02

A petition from Teresa Stella and James Douglas to annex approximately .48 acres of property and apply Low Density Residential (LDR) zoning. The property is described as Assessor's Map No. 18-12-10-32, Tax Lot 00125, 4787 Oceana Dr, Florence, OR 97439. The property is proposed to be zoned Low-Density Residential (LDR).

Opened Hearing:	5:43 PM
Close Hearing:	6:02 PM
Discussion:	As follows

The presentations made at the hearing included:

- Planning Manager, Jacob Foutz, clarified the address and noted a typo in some documents
- Described annexation of property and zoning change
- Discussion of Applicable Criteria with Updates as presented in packet
- Staff Recommendation & Alternatives

Planning Manager Jacob Foutz detailed the proposal to annex and assign a zone to the property at 4787 Oceana Drive. He also pointed out a typo in the documentation and clarified that the house number is indeed 4787.

Public Testimony and Commissioner's Vote

- Chair Ubnoske opened the floor for public testimony, noting no one online wishes to speak.
- The applicants were present to speak
- A motion was made by Commissioner Young and a second by Comm. McQuillan. Staff polled the commission.

Vote:	Comm. Lopilato: yes
	Comm. Young: yes
	Comm. McQuillan: yes
	Comm. Vice Chair Green: yes
	Comm. Chair Ubnoske: yes
	Comm. Tarvin: yes

Motion carried 6-0

5. RESOLUTION PC 25 15 CUP 03 First Step Conditional Use Permit

First Step, the petitioner, requests a conditional use permit approval for the continued use of two recreational vehicles in addition to one foldable pallet type unit as transitional housing. The housing units are located on the southwest portion of the Presbyterian Church property at 3996, Highway 101.

Opened hearing:	6:04 PM
Close Hearing:	6:28 PM
Discussion:	As follows

The presentations made at the hearing included:

- Planning Manager, Jacob Foutz, presented the conditional use permit and City Code that had been previously used for the RVs only. New code is being used for the Pallet Home.
- Discussion of Applicable Criteria with Updates as presented in packet

- Staff Recommendation & Alternatives

A Motion was made, and hearing was closed at 6:28

Public Testimony and Commissioner's Vote

- Chair Ubnoske opened the floor for public testimony, noting no one online wishes to speak.
- The applicant was present to speak
- A motion was made by Commissioner McQuillan and a second by Vice Chair Green. Staff polled the commission.

Vote:

Comm. Tarvin: yes
 Comm. Young: yes
 Comm. McQuillan: yes
 Comm. Lopilato: yes
 Comm. Vice Chair Green: yes
 Comm. Chair Ubnoske: yes

Motion carried 6-0

6. REPORT & DISCUSSION ITEMS

- Director Wendy Farley-Campbell shared that the Community Block Party was well attended and a lot of fun!
- She also provided updates to Code Enforcement incidents.

7. PLANNING COMMISSION CALENDAR

- The meeting concluded with a reminder of the next scheduled meetings and the potential applications to be considered in Late August, as presented by Planning Manager, Jacob Foutz. It was noted that the August 12, 2025, meeting has no hearings scheduled, so the time will be used for committee workshops.

8. ADJOURN

The meeting adjourned at 6:45 PM.

ATTEST:


 Debbie Ubnoske, Chair Date