

**City of Florence  
Planning Commission Meeting Minutes  
250 Hwy 101, Florence, OR 97439  
July 8, 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. Marylin Datzman  
Comm. Sandra Young, Comm Phil Tarvin

Commissioners Absent: Comm. Lucas McQuillan

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. Commission Tarvin led the flag salute.

**1. APPROVAL OF THE AGENDA**

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

**2. APPROVAL OF JUNE 10 MINUTES** Postponed to next meeting

**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.

- Comm Tarvin recused himself
- Chair Ubnoske asked for any additional disclosures; none were made.

Chair Ubnoske: Our fourth agenda item tonight is a Public Hearing for Resolution PC 25 02 CUP 01 & PC 25 01 DR 01 - SOS

4. **RESOLUTION PC 25 02 CUP 01 & PC 25 01 DR 01 - SOS**

A request has been submitted for a Conditional Use Permit and Design Review to allow for the professional offices use in an existing building located at 1536 12<sup>th</sup> St, situated in the High Density Residential District.

Opened Hearing: 5:42 PM  
Close Hearing: 6:03 PM  
Discussion: As follows

The presentations made at the hearing included:

- Associate Planner, Hanna Hutchison, presented the Conditional Use & Design Review
- 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 Vice Chair Green and a second by Comm. Lopilato. Staff polled the commission.

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

Motion carried 5-0

5. **RESOLUTION PC 25 09 EXT 01 – FAIRWAY ESTATES EXTENSION**

The petitioner requests an Extension of Approval for PC 21 40 PUD 02 & PC 21 39 SUB 03, a preliminary planned unit development and tentative subdivision approval for Fairway Estates Phases 2-4, located east

of Mariners Village and West of Florence Golf Links, Florence Map # 18-12-15-00, Tax Lot 01500, Zoned Medium Density Residential District.

Opened hearing: 6:08 PM  
Close Hearing: 6:36 PM  
Discussion: As follows

The presentations made at the hearing included:

- Planning Manager, Jacob Foutz, presented the Request for Extension
- Discussion of Applicable Criteria with Updates as presented in packet
- Staff Recommendation & Alternatives

**A Motion was made, and the hearing was closed at 6:36**

**Public Testimony and Commissioner's Vote**

- Chair Ubnoske opened the floor for public testimony, noting no one online wishes to speak.
- The applicant’s representative was present to speak
- A motion was made with the condition of changing the expiration date to June 13, 2026 by Commissioner Young and a second by Vice Chair Green. Staff polled the commission.

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

Motion carried 6-0

**6. RESOLUTION PC 25 08 TA 02 TITLE 4 CH 4**

Community Development Director, Wendy Farley-Campbell, concluded with a discussion on amendments to the Florence City Code to protect habitat and achieve no net loss measures in floodplain areas, with further revisions to be made. The meeting discussed the revision of the city's floodplain development code, focusing on appeal procedures, financial security, and management plans. A warranty bond was proposed, with a 12% requirement, though it was debated whether this should be increased. The need for a performance bond of 100% of the cost was emphasized. The management plan must be reviewed and approved by the city and recorded with the county. The tree section was revised to include specific maintenance and replacement

