

**City of Florence  
Planning Commission Meeting Minutes  
250 Hwy 101, Florence, OR 97439  
August 26, 2025**

**CALL TO ORDER - ROLL CALL - PLEDGE OF ALLEGIANCE**

Meeting called to order at 5:32 PM.

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

Commissioners Absent: Comm. Renee LoPilato,

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

At 5:32 PM, Chair Ubnoske opened the meeting, Nancy Ervin took the roll call. Vice Chair Green led the flag salute.

**1. APPROVAL OF THE AGENDA**

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

**2. (a) APPROVAL OF July 8, 2025 MINUTES**

Action: Approve Minutes as presented.  
Motion : Vice Chair Green  
Second : Comm. Datzman  
Vote: Unanimous

**2. (b) APPROVAL OF July 22, 2025 MINUTES**

Action: Approve Minutes as presented.  
Motion : Vice Chair Green  
Second : Comm. Tarvin  
Vote: Unanimous

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

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## **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 CC 25 05 VAC 01

### **4. RESOLUTION CC 25 05 VAC 01**

#### **Alley between Fir & Greenwood Streets**

This request, initiated by the City Council, is to vacate a 20' x 270' unimproved public alley. The subject alley bisects block 57 of the Central Park subdivision and occupies approximately 5,400 square feet.

The petitioner proposes vacation of the right-of-way as part of Elm Park's Planned Unit Development Land Use applications.

(PC 24 28 SUB 01) (PC 24 27 PUD 01)

Opened Hearing:	5:38 PM
Close Hearing:	5:53 PM
Discussion:	As follows

#### **THE PRESENTATION AT THE HEARING INCLUDED:**

- Hanna Hutcheson presented the staff report for the vacation of a 20 by 270-foot unapproved public alley between Fir and Greenwood Streets.
- The alley bisects block 57 of the Central Park subdivision and occupies approximately 5400 square feet.
- The petitioner proposes the vacation as part of Elm Park's planned unit development land use application.
- The council assessed the value of the right of way to be \$0 due to the long-term maintenance responsibilities the city would assume.
- Staff Recommendation & Alternatives

#### **Commissioner Questions and Discussion**

- Laurie Green expresses concern about the zero value assessment, fearing public perception of favoritism towards developers.

- Mike Miller, Public Works Director, explains that the zero value was due to the city's long-term maintenance responsibilities.
- Commissioner McQuillan inquires about the status of the child care center in the site plan, and Jacob Foutz confirms it is still part of the project.

## **PUBLIC TESTIMONY AND COMMISSIONERS' VOTE**

- Chair Ubnoske opened the floor for public testimony, noting no one online wishes to speak.
- Mike Miller, Director of Public Works, was present for the Petitioner
- A motion was made by Commissioner Datzman and a second by Comm. Tarvin. Staff polled the commission.

Vote:

- Comm. Tarvin: yes
- Comm. Datzman: yes
- Comm. Young: yes
- Comm. McQuillan: yes
- Comm. Vice Chair Green: yes
- Comm. Chair Ubnoske: yes

Motion carried 6-0

## **5. SUBCOMMITTEE REPORTS**

Commissioner Sandra Young reported on the progress of the child care zoning code update, indicating it will be ready soon.

Vice Chair Laurie Green reported on the vegetation preservation code update, noting the need to step back and reassess.

## **6. DIRECTOR'S REPORT**

The Director's Report included updates on various code enforcement and lighting code updates.

The Director highlighted the need for code updates related to hazard trees, street and sidewalks, and coastal resources.

The Director also mentioned the ongoing work on the lighting code updates and the need for code enforcement support.

## **7. UPCOMING AGENDA ITEMS AND STAFF RECOGNITION**

Planning Manager Jacob Foutz provided an update on upcoming agenda items, including Somerset 2, Lotus Building, Crow Children's Repository, and a zone change.

The Manager recognized the efforts of the staff, particularly Hanna Hutcheson, Nancy Ervin, and Wendy Farley Campbell.

The meeting concluded with a reminder of the next meeting date and a question about the Rite Aid proposal and the charter school's outdoor play area. Manager Foutz explained that a formal application has not been submitted, but the applicant does have plans for a play structure on site.

8. **ADJOURN**

The meeting adjourned at 6:20 PM.

ATTEST:

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Debbie Ubnoske, Chair                      9-23-25  
Date