



**City of Florence  
Planning Commission  
Regular Session**  
Florence City Hall  
250 Hwy101  
Florence, OR 97439  
541-997-8237  
[www.ci.florence.or.us](http://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>

**September 23, 2025**

**AGENDA**

**5:30 p.m.**

Commissioners: Debbie Ubnoske, Chairperson – Laurie Green, Vice Chairperson  
Marylin Datzman, Commissioner – Phil Tarvin, 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/742141112080416347>  
Meetings are also shown live on Cable Channel 191. 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 August 26, 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.*

**4. Council Norms Presentation:** Mayor Rob Ward will present and review the [City Council's Norms](#), a guidance document on interpersonal interactions and behavior.

**PUBLIC HEARINGS**

**5. PC 25 16 CUP 04 & PC 25 07 DR 05 – 1150 Bay Street –CUP & Design Review**

**POSTPONED**

A Conditional Use Permit and Design Review application for six attached single unit dwellings within the footprint of the existing building located at 1150 Bay Street, (formerly known as the Lotus Palace Restaurant), zoned Old Town District Area A and Development Estuary, regulated by Florence City Code Title 10, Chapters 17 and 19

*Associate  
Planner  
Hanna  
Hutcheson*

**TRAINING**

**6. City of Florence Commission Ethics and Role Training:** City attorney Ross Williamson will provide training focusing on the legal obligations of decision makers as it relates to land use applications, processes and decisions

7. **Subcommittee Reports**

8. **Discussion Items**

- Planning Commission
- Directors Report

*Director Wendy  
Farley Campbell*

9. **PLANNING COMMISSION CALENDAR**

*Planning Mgr.  
Jacob Foust*

<u>Date</u>	<u>Time</u>	<u>Description</u>
October 14, 2025	5:30 PM	Regular Meeting
November 2025 TBD	5:30 PM	Regular Meeting
December 9, 2025	5:30 PM	Regular Meeting

10. **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 <https://vimeo.com/1100391048?share=copy>
4. Watch live and replay on Charter Cable Channel 191.

**Public Comments for Items not on the Agenda:**

Citizens wishing to express their views during “Public Comments” may do so as follows:

(1) Submit written comments via email to the Community Development Department at [planningdepartment@ci.florence.or.us](mailto: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. \*\* Note: Written comments not submitted at the meeting must be received at least 2 hours prior to the meeting (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.. Staff will contact the speaker to let them know the process to participate in the meeting.

**Speaking time limits:**

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.