

CITY OF FLORENCE PLANNING COMMISSION
January 10, 2017 MEETING MINUTES ****

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

Chairperson Muilenburg called the meeting to order at 7:00 p.m. Roll call: Chairperson Curt Muilenburg, Vice Chair John Murphey, Commissioner Clarence Lysdale, Commissioner Michael Titmus, Commissioner Robert Bare and Commissioner Ron Miller were present. Also present: Planning Director Wendy FarleyCampbell and Admin Assistant Vevie McPherrren.

APPROVAL OF AGENDA

Commissioner Bare motioned to approve the Agenda. Commissioner Miller seconded. By voice, all ayes. The motion passed.

PUBLIC COMMENTS

*This is an opportunity for members of the audience to bring to the Planning Commission's attention any items **NOT** otherwise listed on the agenda. Comments will be limited to **three minutes per person**, with a maximum time of 15 minutes for all items.*

There were no public comments.

PUBLIC HEARING

Chairperson Muilenburg announced there was one public hearing before the Planning Commission that evening. The hearing would be held in accordance with the land use procedures required by the City in Florence City Code Title 2 Chapter 10 and the State of Oregon. Prior to the hearing(s) tonight, 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 of this decision based on that issue. Prior to the conclusion of the initial evidentiary hearing, any participant may request an opportunity to present additional evidence, arguments or testimony regarding the application. Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval without sufficient specificity to allow the Planning Commission to respond to the issue that precludes an action for damages in circuit court. Any proponent, opponent, or other party interested in a land use matter to be heard by the Planning Commission may challenge the qualifications of any Commissioner to participate in such hearing and decision. Such challenge must state facts relied upon by the party relating to a Commissioner's bias, prejudgment, personal interest, or other facts from which the party has concluded that the Commissioner will not make a decision in an impartial manner.

RESOLUTION PC 16 25 CUP 07 – Boys & Girls Club Modular: An application from Chuck Trent, Executive Director, on behalf of the Boys & Girls Club of Western Lane County, requesting approval of a Conditional Use Permit with Design Review to relocate a modular building to the property located at 1501 Airport Road as well as install new light poles, stormwater facilities, landscaping, as well as pave a driveway and parking spaces. The property is located at the south end of Miller Park and near the 15th Street and Airport Road intersection, Map #18-12-27-10 Tax Lot 00300 in the Multi-Family Residential District regulated by FCC Title 10 Chapter 13.

Chairperson Muilenburg opened the public hearing at 7:03 p.m. He asked if any of the Planning Commissioners wished to declare any conflicts of interest, ex parte contacts, site visits, or bias. Vice Chair Murphey stated for the record, January 1, 2017 he resigned as Board of Director of the Boys & Girls Club. There were no challenges of Commissioners' impartiality to make decisions. CP Muilenburg asked for the Staff report.

PD FarleyCampbell presented the staff report with an introduction of the opportunity for the Boys and Girls Club to relocate the modular building that had at one time been the Quality Child Care of Florence facility. She continued

with details regarding dates of completeness and noticing and stated the applicable criteria. She showed the site plan and pointed out the proposed locations, separations and setbacks of the relocated manufactured building, newly constructed car port, connection hall, storage shed and concrete patio and commented on the associated elevations. She explained the proposed landscape swale and plan that included photos of existing trees and shrub and detailed the proposed colors and materials. PD FarleyCampbell said there had been no referral comments or public testimony received. AP FarleyCampbell stated that Staff found the proposed application met the applicable criteria of City Code and recommended approval with the following conditions of approval: Condition #3, 3.1 & 3.2 regarding Parking, Condition #4, 4.1 through 4.3 regarding Conditional Use Permit/Design Review Timelines, Condition #5 regarding the main entry door designation and covering, Condition #6 and 6.1 through 6.5 regarding Landscaping, Condition #7.1 & 7.2 regarding screening, Condition #8 regarding driveway criteria and Condition #9, 9.1 & 9.2 regarding lighting. She presented the alternatives and asked for questions. There were no questions for Staff.

Chairperson Muilenburg asked the applicant if they had a presentation and if they would like to come forward.

Applicant – Chuck Trent, Executive Director, Boys & Girls Club of Western Lane County – P.O. Box 739, Florence, OR 97439

Mr. Trent expressed appreciation to the City of Florence for the support and opportunity to continue providing affordable childcare, programs and activities for the youth of all ages in the community. He stated that he was prepared to answer any questions. Commissioner Lysdale inquired about the adequacy of parking to include bicycle parking and Mr. Trent indicated parking was adequate. There were no other questions for Mr. Trent.

CP Muilenburg asked if there were any proponents, opponents or neutral parties. There were none. He then asked Staff for their recommendation and PD FarleyCampbell stated that Staff recommended approval with the conditions outlined in the Resolution. CP Muilenburg asked the Applicant if he understood and agreed to the conditions of approval and the applicant replied that they did.

Chairperson Muilenburg closed the public hearing at 7:25 p.m.

There was no Commission deliberation.

Vice Chair Murphey motioned to approve Resolution PC 16 25 CUP 07 – Boys & Girls Club Modular as presented. Commissioner Bare seconded.

There was no Commission discussion.

By roll call vote: Commissioner Miller, “yes”; Commissioner Bare, “yes”; Commissioner Titmus, “yes”; Chairperson Muilenburg, “yes”; Vice Chair Murphey, “yes”; Commissioner Lysdale, “yes”. The motion passed.

DIRECTOR’S REPORT

PD FarleyCampbell presented a partial annual report verbally that included information regarding land use applications and building permit record numbers since 2007. She continued and announced the approval of the three applications of co-adoption from the City of Florence by the Lane County Board of Commissioners that included the Parks Plan from 2010, the Stormwater Plan from 2011 and the Coastal Goals from 2009. She explained the periodic review and the waving of financial fees that allowed the applications to move forward to be approved. She added there would be a gathering to celebrate the approval to be scheduled and announced. PD FarleyCampbell recapped the groundbreaking ceremony of the new Public Works facility and explained the temporary City Hall department locations upon the completion of the new facility and during the remodel of the current City Hall. She gave a description of the tentative proposed remodeled City Hall.

PLANNING COMMISSION DISCUSSION ITEMS

Commissioner Lysdale commented regarding his appreciation for the Public Works Department and the relocation of wild Rhododendrons to the retaining wall at the Rhododendron Drive Construction work site. Commissioner Bare stated that he appreciated the line of communication between Staff and the Commissioners.

CALENDAR

PD FarleyCampbell detailed the scheduled hearing dates of January 24, February 28, and March 14, 2017. She then announced the retirement of Chairperson Muilenburg. She concluded and stated that applications to fill positions were in review, they would be selected, recommended to City Council and filled the first part of February.

Chairperson Muilenburg adjourned the meeting at 7:39 p.m.

Chairperson, Curt Muilenburg
Florence Planning Commission

Date