

CITY OF FLORENCE PLANNING COMMISSION
October 17, 2017 ** MEETING MINUTES **

CALL TO ORDER – ROLL CALL – PLEDGE OF ALLEGIANCE

Chairperson John Murphey called the meeting to order at 7:00 p.m. Roll call: Chairperson John Murphey, Commissioner Brian Jagoe, Commissioner Clarence Lysdale, Commissioner Sandi Young and Commissioner Ron Miller were present. Commissioner Michael Titmus and Vice Chairperson Bare were absent and excused. Also present: Planning Director Wendy FarleyCampbell and Admin Asst. Vevie McPherrren.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

Commissioner Young motioned to approve the minutes of October 10, 2017. 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 Murphey 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.

Chairperson Murphey introduced Resolution PC 17 22 CUP 09 – Florence City Hall Expansion & Remodel: An application from Erin Reynolds, City Manager, representing the City of Florence for a Conditional Use Permit, to add 1,878 sq. ft. for use as Council Chambers, entry vestibule, and conference room. The proposal includes changes to landscaping and parking. The site is located at 250 Highway 101, Map #18-12-34-11, Tax Lot 04100, within the Mainstreet District, Area A, regulated by Florence City Code Title 10, Chapter 27. He asked if any of the Planning Commissioners wished to declare any conflicts of interest, ex parte contacts, site visits, or bias. There were no declarations or challenges.

Chairperson Murphey opened the public hearing at 7:05 p.m. and asked for the staff report.

PD FarleyCampbell presented the staff report that began with a brief history of the 1967 constructed facility and presented the staff report that included details of the proposed expansion/remodel. PD FarleyCampbell pointed out the addition of Exhibit A1 regarding the supplemental staff report, Exhibit I regarding the referral comments from ODOT, and the Resolution that had been delivered on the Dais. She reported that the application met the applicable criteria of City Code and the 2020 Comp Plan and recommended approval with conditions of approval. PD FarleyCampbell clarified that the Alternatives should have included #3, "Modify the findings, reasons, or conditions and approve the proposal" (see attachment).

Commissioner Lysdale asked if there were parking requirement changes due to the building modification and PD FarleyCampbell replied there were none needed. He also inquired about the future of the bus stop currently located in front of the building on Highway 101 and wondered if it would be relocated. Commissioner Jagoe asked if sidewalks on 1st Street would be required and PD FarleyCampbell replied she had calculated proportionate to the expansion of 16% and that included modification to the west side of the building. She indicated that with the access management plan 1st Street would become one-way. Commissioner Jagoe pointed out some possible moisture and electrical problems that the rain garden could present, proposed next to the cinder block constructed fire station. There was discussion regarding a separation between the garden and the building and PD FarleyCampbell assured there would be at least a five-foot separation. Commissioner Jagoe asked what was happening to the flag pole and how it would be lit and PD FarleyCampbell replied that upward lighting was allowed. Finally, Commissioner Jagoe asked how long the current roof had been on the building. Commissioner Miller pointed out a tank possibly buried under the asphalt and wondered if it would be removed. Chairperson Murphey asked if there could be a setting adjustment on the after-hours exterior lighting to accommodate staff who may be working late.

Applicant – Erin Reynolds, City Manager, City of Florence

City Manager Reynolds addressed the Commissioners and presented a background of the thought and process given to the decision of expansion and remodel of the existing building. She explained how the highway revision project that included access, pedestrian, and landscape enhancements presented the perfect opportunity to improve the community gathering place of City Hall. City Manager Reynolds continued and explained the well-defined space and flow of the proposed expansion and remodel and how it would best serve the community and staff. She reported that the pitched roof section only of the building had been replaced after a winter storm in 2012. She stated that the two-year budget to finance the proposed expansion and remodel had been adopted and approved in June 2017. City Manager Reynolds concluded and reported that the flag pole would remain however, would be relocated on the property.

Applicant – Megan Messmer, Project Manager, City of Florence

Applicant – Joe Slack, Principal Architect, HGE Inc.

Mr. Slack introduced himself and presented a comprehensive summary that included details about the influence that the original building design had been on the project. He discussed the pedestrian way and the required ADA parking with an explanation of the grade challenge at the site. Mr. Slack indicated that the proposed designated rain garden could be modified to a type of green/planter space so as not to cause any water intrusion to the fire station building. He continued and explained the key design and thoughts behind the proposed highway elevation, front entrance, and the main hallway to celebrate the public space of the building. Mr. Slack discussed the proposed monument sign, the new 50-foot flag pole and how they would comply with the dark sky code and align with the building. He concluded and reported that the bus stop in front of the building would be relocated. Commissioner Miller inquired about the existing HVAC systems and Mr. Slack said the three existing would stay and there would be two new ones to serve the addition. Chairperson Murphey asked if a larger flag would be considered and Ms. Messmer replied that the current flag and pole would be relocated to the new Public Works facility and a larger flag and pole would be constructed at City Hall. Commissioner Jagoe questioned how the top of the flag pole would be accessed and Mr. Slack said that the flag had an internal halyard and indicated that PD FarleyCampbell recommended the solar powered light on top. There was brief discussion regarding the reach of a fire ladder if access and maintenance was needed for the flag pole.

Chairperson Murphey asked the applicant if they had read and understood the staff report and agreed with the conditions of approval and Ms. Messmer responded that they did. There was no public testimony. PD FarleyCampbell restated that staff recommended approval with outlined changes and modifications to the conditions of approval. The changes were to add, Informational #4 regarding the tank located adjacent to the fire station building and modification of Condition #8.6 regarding the end of “Stormwater design guidelines”, to add “to include building setbacks”. PD FarleyCampbell concluded and pointed out that Planning Commission did not review the sign code and that the color swatches that were delivered on the dais were available in the packet as Exhibit G2.

Chairperson Murphey closed the public hearing at 8:11 p.m.

There was no Commission deliberation.

Commissioner Lysdale motioned to approve Resolution PC 17 22 CUP 09 – Florence City Hall Expansion & Remodel with addition and modification of the conditions of approval as stated. Commissioner Jagoe seconded.

There was no Commission discussion or response from the applicant.

By roll call vote: Commissioner Miller, "yes"; Commissioner Jagoe, "yes"; Commissioner Lysdale, "yes"; Chairperson Murphey, "yes", Commissioner Young, "yes". Commissioner Titmus and Vice Chairperson Bare were absent and excused. Motion passed 5-0.

PLANNING COMMISSION DISCUSSION ITEMS

There were none.

PLANNING DIRECTOR'S REPORT

PD FarleyCampbell thanked those who had participated in the recent HEOP open house and reported the next HEOP meeting opportunity was scheduled for December 5, 2017 in the afternoon that would establish concrete policies based on the community input received. She also stated that consideration of the code/map amendments would follow at the first of the year. She concluded and reported that Code Enforcement had received a new vehicle.

CALENDAR

PD FarleyCampbell reported the next Planning Commission meeting was tentatively scheduled for November 28th.


Chairperson Murphey adjourned the meeting at 8:17 p.m.

Chairperson, John Murphey
Florence Planning Commission

Date

FLORENCE CITY HALL EXPANSION & REMODEL

PC 17 22 CUP 09



10/17/17

INTRODUCTION

- Construct 1878 sq. ft. expansion on main building
- Modify the Roof line
- Modify fascia materials
- Add stormwater treatment facility
- Revise parking layout and revise landscaping
- Application received September 20, 2017.
- Deemed complete as of September 27, 2017.

CRITERIA

Florence City Code, Title 10, Chapters:

- 1: Zoning Administration, Section 1-6-3
- 3: Off Street Parking & Loading, Sections 2 through 6 & 8 through 10
- 4: Conditional Uses, Sections 2 & 4 through 11
- 6: Design Review, Sections 5 through 8 & 10
- 27: Mainstreet District, Sections 1 through 5
- 34: Landscaping, Sections 3 through 5
- 35: Access & Circulation, Sections 2 through 4
- 36: Public Facilities, Sections 2-5, 2-16 through 2-18 & 3 through 6
- 37: Lighting, Sections 2 through 5

AERIAL OF SITE

The Sportaman

Lighthouse Inn
Nature's Corner

Dairy Queen




Highway 101


City Hall

Laurel Crossing

SITE PHOTOS (2012)

SITE PLAN

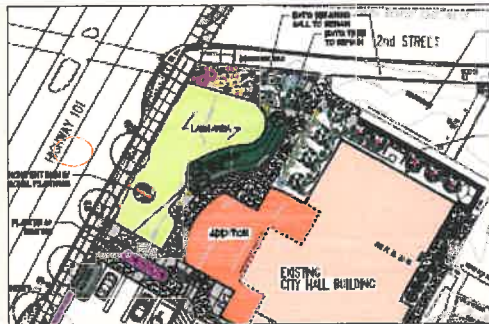


- 1878 Sq. Ft. Addition
- Main Building West Wall
- Centralized Operations Area
- Back Offices
- Centralized Storage & Break Room
- New Restrooms & Office Space
- 16% Expansion

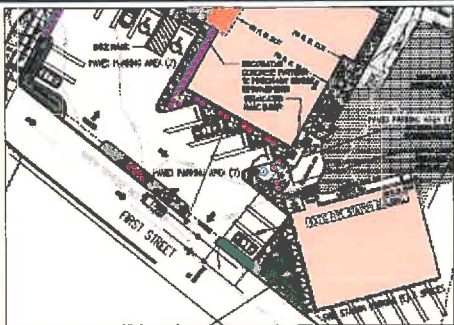
LANDSCAPING PLAN



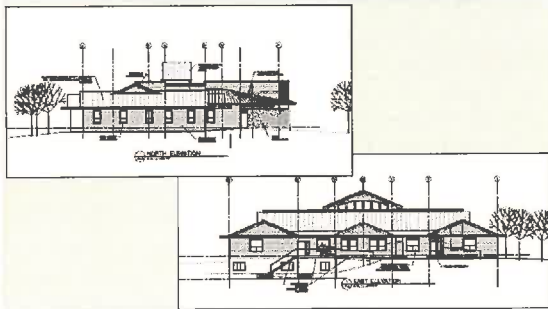
LANDSCAPING PLAN (2)



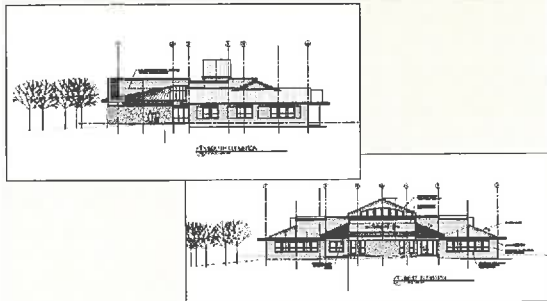
LANDSCAPING PLAN (3)



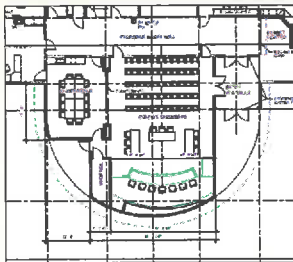
ELEVATIONS



ELEVATIONS



ADDITION FLOOR PLAN



TESTIMONY

Public Testimony:

- None Received

Referral Comments:

- ODOT stated that no stormwater can drain to the Right Of Way.

STAFF RECOMMENDATION

Application meets the applicable criteria of City Code and the Florence Realization 2020 Comprehensive Plan and **recommends approval** of the application with the following conditions of approval:

CONDITIONS OF APPROVAL

4. Parking Requirements

- 4.1. Striping shall be 4" wide, double-line striped, two feet on center.
- 4.2. One additional bicycle space is required unless the existing bicycle spaces are retained on the east side of the building.

5. Design Review Requirements

- 5.1. Rock veneer shall be a minimum of 2 ½" deep.
- 5.2. New gutters shall be round or ogee and leaders shall be round or square.
- 5.3. Unless an expansion of a pre-existing non-conforming use is requested of and provided by the Planning Commission the new sloped roof eaves shall include visible architecture detailing. All sloped roof eaves shall overhang at least 12".

CONDITIONS OF APPROVAL

- 5.4. At least 2 ½" minimum trim width surrounding all exterior windows and doors.
- 5.5. Design Review approval shall expire on October 17, 2018.
- 5.6. Landscape or retaining walls shall be a minimum of 8" nominal thickness, finished with a top course, cap or other compatible termination and shall be compatible with the adjoining building materials.

6. Lighting

- 6.1. Schematic and photometrics of fixtures shall be submitted to the Planning Dept. for review and approval prior to issuance of the building permits and shall be a style and finish consistent and complimentary to the building's mid century modern construction.

CONDITIONS OF APPROVAL

- 6.2. Fixtures shall not project light skyward or onto adjacent or nearby property.
- 6.3. Fixtures mounted above parking areas shall provide at least 2 foot-candles of illumination and a maximum of 5 foot-candles for the entire parking lot.
- 6.4. Mounting of lighting shall be no more than 16 feet in height.
- 6.5. Main lights shall be extinguished at the end of work hours with minimum lighting remaining for security issues.

CONDITIONS OF APPROVAL

- 6.6. Top mounted signage lighting is preferred. Should uplighting be installed the sign must be shielded.
- 6.7. If roadway and pedestrian way lighting is installed it must direct light emissions downward below the horizontal plane in the permanently installed position.
7. Access
 - 7.1. Driveway and driveway apron shall be constructed to City and ADA standards and a ROW work permit from Public Works shall be obtained.
 - 7.3. Appropriate vertical and vision clearance shall be provided.

CONDITIONS OF APPROVAL

- 7.3. Should Revision Florence not occur in 2019 or fail to bring sidewalks up to current code the applicant shall widen the Highway 101 sidewalk to 8 feet.
- 8. **Landscaping**
 - 8.1. The applicant shall provide one additional tree to the landscape plan that shall be located within the first 20 feet of a street.
 - 8.2. The applicant shall illustrate the presence of 45 shrubs being retained within the existing retention beds or plant the number of shrubs required to have 200 shrubs on-site within the front 20' of the property line

CONDITIONS OF APPROVAL

- 8.3. The site has a few scotch broom plants that shall be removed in conjunction with the site improvements.
- 8.4. The landscaped plan shall be revised to increase the planting size for mugo from 1 gallon to 2 or 3 gallon containers.
- 8.5. The ground cover species shall meet the criteria of 4-inch pots spaced a maximum of 18 inches measured on center, and 1-2 gallon size plants spaced a maximum of 3 feet measured on center.
- 8.6. In addition to being planted with drought tolerant plants the storm systems shall meet all requirements of the Storm Water Design Guidelines.

CONDITIONS OF APPROVAL

- 8.7. The species planted between Highway 101 and the parking area shall grow to 3-4 feet in height excepting the vision clearance areas at the intersection of Highway 101 and 1st Street and the southern driveway at 1st Street.

ALTERNATIVES

- 1. Approve the application;
- 2. Deny the application;
- 4. Continue the Public Hearing to a date certain if more information is needed.



Questions

**STAFF REPORT & FINDINGS
FLORENCE COMMUNITY DEVELOPMENT DEPARTMENT
Planning Commission
Exhibit "A1"**

Public Hearing Date: October 17, 2017 **Planner:** Wendy FarleyCampbell
Date of Report: October 17, 2017
Application: PC 17 22 CUP 09

I. This supplemental report reviews the proposed landscaping plan with the city code.

II. APPLICABLE REVIEW CRITERIA

Florence City Code, Title 10:

Chapter 27: Mainstreet District, Sections 1 through 5

Chapter 34: Landscaping, Sections 3 through 5

V. PROPOSED FINDINGS

FLORENCE CITY CODE

TITLE 10: CHAPTER 27: MAINSTREET DISTRICT

10-27-5 Site and Development Provisions

B. Fences, Hedges, Walls and Landscaping: Landscaping shall be in accordance with FCC 10-34, except as modified by the following specific standards:

Area "A" as shown on the following page: A minimum of 10% landscaping is required. The calculation of the required minimum may include street trees installed and maintained by the applicant, planters and window boxes which are the property of the applicant/owner, as well as plantings within courtyard areas. All landscaping included within the 10% calculation must be installed and maintained by the applicant or his/her successors.

Interior parking lots may be separated from rear courtyards by walls, fences or hedges 4' in height or less. Eating establishments may separate outdoor eating areas from parking lots and adjacent buildings or structures by a fence, wall or hedge not to exceed 6' in height. Pedestrian walkways may be separated from abutting uses by plantings or fences which allow visual surveillance of the walkway and surrounding areas.

Where a commercial use abuts a residential district, see FCC 10-34-3-7-D.

The applicant has proposed new landscaping to include stormwater treatment in the form of a bio-swale. The 31% of the site not covered in building or impervious areas is landscaping. Street trees are proposed along Highway 101 with the ReVision Florence project and presently exist along 2nd and Laurel Sts. There are no abutting residential districts. These criteria are met.

TITLE 10: CHAPTER 34: LANDSCAPING

10-34-3: LANDSCAPING

10-34-3-1: Applicability. Except for single-family and duplex dwelling uses, this Section shall apply to all new development as well as changes of use and expansions as described below, and shall apply in all districts except where superseded by specific zoning district requirements. These provisions shall be in addition to the provisions of FCC Title 9 Chapter 5 and where there are conflicts, the provisions of Title 9 Chapter 5 shall prevail.

B. For modifications or additions to existing development, landscaping shall be brought up to current code requirements in the same proportion as the increase in use and/or building size. (Ord. 4, 2011)

City Hall's structures comprise of approximately 11,232 sq. ft. The 1878 sq. ft. addition comprises of 16.7% building expansion. The landscaping must be brought up to code 16.7%.

10-34-3-2: Landscaping Plan Required. A landscape plan is required. All landscape plans shall include the following information:

- A. The location and height of existing and proposed fences and walls, buffering or screening materials.**
- B. The location of existing and proposed terraces, retaining walls, decks, patios, shelters, and play areas.**
- C. The location, size, and species of the new proposed plant materials (at time of planting).**
- D. The location(s) of areas where existing vegetation will be cleared and the location(s) of areas where existing vegetation will be preserved, delineated on a recent aerial photo or site plan drawn to scale.**
- E. Existing and proposed building and pavement outlines.**
- F. Specifications for soil at time of planting, irrigation and anticipated planting schedule.**
- G. Other information as deemed appropriate by the City Planning Official.**

The landscape plan provided includes the items referenced in the above criteria. This code is met.

10-34-3-3: Landscape Area and Planting Standards. The minimum landscaping area is 15% of the lot area, unless specified otherwise in the applicable zoning district for the proposed use. This required minimum landscaping area may be reduced if preservation credits are earned as specified in Section 10-34-2-4.

A. Landscaping shall include planting and maintenance of the following:

- 1. One tree per 30 lineal feet as measured along all lot lines that are adjacent to a street.**
- 2. Six shrubs per 30 lineal feet as measured along all lot lines that are adjacent to a street.**
- 3. Living plant materials shall cover a minimum of 70 percent of the required landscape area within 5 years of planting.**
- 4. Except for preservation of existing significant vegetation, the required plant materials on-site shall be located in areas within the first 20 feet of any lot line that abuts a street. Exceptions may be granted where impracticable to meet this requirement or the intent is better served. Required trees may be located within the right-of-way and must comply with Section 10-34-4. Plant materials may be installed in any arrangement and do not need to be equally spaced nor linear in design. Plantings and maintenance shall comply with the vision clearance standards of FCC 10-35-2-13.**
- 5. Pocket-planting with a soil-compost blend around plants and trees shall be used to ensure healthy growth.**

The site has 1000 linear feet of street frontage.

The site if undeveloped would be required to provide 33 trees ($1000 \text{ l.f.} / 30 \text{ l.f.} = 33.3 \approx 33$ trees). 16% of 33 trees is six trees. Presently, the site has 30 trees, requiring the addition of three trees to meet the 16% increase. Adding three trees will total 33 trees on site. Eight of the existing trees are proposed to be removed (two along east wall, two along west wall, and four along north wall). The landscape plan indicates six trees are proposed to be added along the north (two), west (three) and south (one) walls. Additionally, ReVision Florence proposes to add four street trees along the Highway 101 frontage. The ten new trees adds back eight of those removed and provides two of the three required for the addition. 17 trees are located within the first 20 feet of the property lines along Laurel and 2nd St. Four of the ten new trees are proposed to be added within the first 20 feet of a right-of-way. The applicant shall provide one additional tree to the landscape plan that shall be located within the first 20 feet of a street. (Condition 8.1)

Again if undeveloped, 200 shrubs would be required ($1000 \text{ l.f.} / 30 \text{ l.f.} * 6 = 199.9$ shrubs). 16% of 200 shrubs is 32 shrubs. The landscape plan does not include the numbers of shrubs existing on the site, but does indicate 155 shrubs are proposed. The applicant shall illustrate the presence of 45 shrubs being retained within the existing retention beds or plant the number of shrubs required to have 200 shrubs on-site within the front 20' of the property line. (Condition 8.2)

B. Noxious Weeds shall be removed during site development and the planting of invasive or noxious weeds is prohibited.

The site has a few scotch broom plants that shall be removed in conjunction with the site improvements. (Condition 8.3)

10-34-3-4: Landscape Materials. Permitted landscape materials include trees, shrubs, ground cover plants, non-plant ground covers, existing native vegetation, outdoor hardscape features and storm water features, as described below.

A. Plant Selection. A combination of deciduous and evergreen trees, shrubs, and ground covers shall be used, consistent with the purpose of this Chapter. A suggested *Tree and Plant List for the City of Florence* and the *Sunset Western Garden Book* are available at City Hall. The selection of plant and tree species shall be based upon site conditions such as wind and sun exposure, space limitations, water availability, and drainage conditions. The use of indigenous plants is encouraged, and may be required where exposure, slope or soil conditions warrant.

1. Ground Cover. Ground cover may consist of separate plants or mowed grass turf. Ground cover plant species shall meet the following minimum standards: plants from 4-inch pots shall be spaced a maximum of 18 inches measured on center, and 1-2 gallon size plants shall be spaced a maximum of 3 feet measured on center.

2. Shrubs. Shrub plant species shall be planted from 3 gallon containers unless otherwise specified in the *Tree and Plant List for the City of Florence*.

3. Trees. Evergreen and deciduous tree species shall meet the following minimum standards: deciduous trees shall be a minimum of 1 ¾ inch caliper (diameter) measured 6 inches above grade, and evergreen trees shall be a minimum of 5 feet tall (Nursery Grade 5/6).

4. Non-plant Ground Covers. Bark dust, chips, aggregate, or other non-plant ground covers may be used. Non-plant ground cover located adjacent to pedestrian ways shall be confined to the material within the planting bed to avoid safety hazards by edging 4 inches above-grade or recessing from grade. Non-plant ground covers cannot be a substitute for ground cover plants.

The proposed on-site tree species meet the minimum caliper width. Street trees have their own standards reviewed later in the report. All shrubs except mugo pine and sword fern are proposed to be planted from 3 or 5 gallon containers. The *Tree and Plant List for the City of Florence* has recommended container sizes of 1 gallon for sword ferns and 2-3 gallon for Mugo pines. The landscaped plan shall be revised to increase the planting size for mugo from 1 gallon to 2 or 3 gallon containers. (Condition 8.4) Three ground cover species are proposed. The Beach Strawberry meets the code requirements. The Fountain grass and Black Eyed Susan planted from 1 gallon containers do not indicate a spacing schedule. The ground cover species shall meet the criteria of 4-inch pots spaced a maximum of 18 inches measured on center, and 1-2 gallon size plants spaced a maximum of 3 feet measured on center. (Condition 8.5) Bark mulch ground cover is proposed. The proposal except as conditioned meets the size and spacing criteria.

B. Existing Native Vegetation. Preservation of existing native vegetation is encouraged

and preservation credits in accordance with Section 10-34-2-4 may be used to meet the landscape requirements of this Chapter.

No preservation credits were applied for and so were not reviewed.

C. Hardscape features, such as plazas, pathways, patios and other pedestrian amenities may count toward ten (10) percent of the required landscape area, except in the Old Town and Main Street districts where hardscape features may count toward 50 percent of the landscape area, provided that such features conform to the standards of those districts. Swimming pools, sports courts, decks and similar facilities may not be counted toward fulfilling the landscape requirement in any zone.

The landscape plan meets the 10% required landscaping without counting the hardscape features added to the site that meet the code.

D. Storm Water Facilities. Storm water facilities, such as detention/retention ponds and swales shall be landscaped. Landscaped bio-swales are encouraged and shall count toward meeting the landscaping requirement of this section if they are designed and constructed in accordance with the standards specified in Title 9 Chapter 5, and approved by the Public Works Department. Storm water facilities shall be landscaped with water tolerant, native plants.

Four new rain garden areas are proposed. The planting schedules are proposed to be planted with sedges and rushes. In addition to being planted with drought tolerant plants the storm systems shall meet all requirements of the Storm Water Design Guidelines. (Condition 8.6)

10-34-3-5: Irrigation. Permanent, underground irrigation is required for all landscaping, except existing native vegetation that is preserved in accordance with the specifications of Section 10-34-2-2 and new drought tolerant plants which must have temporary irrigation for plant establishment. All irrigation systems require an irrigation permit and shall be installed with a backflow prevention device per FCC 9-2-3-5.

Irrigation is proposed to be modified and expanded to accommodate the new planting areas. This criterion is met.

10-34-3-6: Parking Lot Landscape Standards. All parking lots shall meet Parking Area Improvement Standards set forth in FCC 10-3-8. Parking areas with more than twenty (20) spaces shall include interior landscaped "islands" to break up the parking area. Interior parking lot landscaping shall count toward the minimum landscaping requirement of Section 10-34-3-3. The following standards apply:...

Parking lots were reviewed under FCC 10-3-8. Parking lots are pre-existing and none of the lots contain 20 or more spaces. FCC 10-34-3-6 does not apply.

10-34-3-7: Buffering and Screening. Buffering and screening are required under the conditions listed below. Walls, fences, and hedges shall comply with the vision clearance requirements and provide for pedestrian circulation, in accordance with FCC 10-35-2-13. (See Section 10-34-5 for standards specific to fences and walls.)

A. Parking/Maneuvering Area Adjacent to Streets and Drives. Where a parking or maneuvering area is adjacent and parallel to a street or driveway, a berm; an evergreen hedge; decorative wall (masonry or similar quality material) with openings; arcade; trellis; or similar partially opaque structure 3-4 feet in height shall be established between street and driveway or parking area. See also FCC 10-3-7-D for standards specific to parking lots adjacent to the street. The required screening shall have breaks or portals to allow visibility (natural surveillance) into the site and to allow pedestrian access to any adjoining walkways. Hedges used to comply with this standard shall be a minimum of 36 inches in height at maturity, and shall be of such species, number, and spacing to provide year round screening within five (5) years after planting. Vegetative ground cover is required on all surfaces between the wall/hedge and the street/driveway line.

The parking along Highway 101 and 1st St. is proposed to be modified. The existing parking is presently screened with shrub material. Modifications to the screening is proposed. The species planted between Highway 101 and the parking area shall grow to 3-4 feet in height excepting the vision clearance areas at the intersection of Highway 101 and 1st St. and the southern driveway at 1st St. (Condition 8.7)

B. Parking/Maneuvering Area Adjacent to Building. Where a parking or maneuvering area or driveway is adjacent to a building, the area shall be separated from the building by a curb and a raised walkway, plaza, or landscaped buffer not less than five (5) feet in width. Raised curbs, bollards, wheel stops, or other design features shall be used to protect pedestrians, landscaping, and buildings from being damaged by vehicles.

The modified parking areas around the southern building face meet this criterion.

C. Screening of Mechanical Equipment, Outdoor Storage, Service and Delivery Areas, and Other Screening When Required. All mechanical equipment, outdoor storage and manufacturing, and service and delivery areas shall be screened from view from all public streets and adjacent Residential districts. When these or other areas are required to be screened, such screening shall be provided by:

1. a decorative wall (i.e., masonry or similar quality material),
2. evergreen hedge,
3. opaque or sight-obscuring fence complying with Section 10-34-5, or
4. a similar feature providing an adequate screen.

These criteria were reviewed under a different code section of the report and meet the code.

D. Abutting Land Use Buffers. When a commercial, industrial, or other non-residential use abuts a residential district or residential land use, a visual and noise buffer shall be established and maintained immediately adjacent to the residential property line, consistent with the standards listed in the table below. In no case shall the

buffer strip be less than 15 feet in width unless reduced by the Planning Commission where a lesser distance will provide adequate buffering. The buffer strip may include existing vegetation, landscape plantings, evergreen hedge, berm, fence, and/or wall components. Fence and wall structures shall be not less than 6 feet and no more than 8 feet in height (see also Section 10-34-5). The landscaped buffer shall effectively screen at least 70 percent of the view between districts within five (5) years. Significant vegetation in these buffer strips may be preserved in accordance with Section 10-34-2, and replanting of local native vegetation is encouraged.

The site does not abut any approved residential use. This criterion is met.

10-34-4: STREET TREES: Street trees are trees located within the right-of-way.

A. Street Tree List. Trees shall be selected from the *Tree and Plant List for the City of Florence* based on climate zone, growth characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. Other tree species are allowed with City approval.

B. Caliper Size. The minimum diameter or caliper size at planting, as measured six (6) inches above grade, is one and one half (1 ½) inches with a high graft (lowest limb a minimum of 5 foot high from the ground) to ensure pedestrian access.

C. Spacing and Location. Street trees shall be planted within the street right-of-way within existing and proposed planting strips or in sidewalk tree wells on streets without planting strips, except when utility easements occupy these areas, in accordance with the requirements of FCC 10-35-2-3 and 10-36-2-16. Street tree spacing shall be based upon the type of tree(s) selected and the canopy size at maturity and, at a minimum, the planting area shall contain sixteen (16) square feet, or typically, a four (4) foot by four (4) foot square. In general, trees shall be spaced no more than thirty (30) feet apart, except where planting a tree would conflict with existing trees, retaining walls, utilities and similar physical barriers. All street trees shall be placed outside utility easements, and shall comply with the vision clearance standards of FCC 10-35-2-14.

D. Soil Preparation, Planting and Care. Street trees shall be planted with root guards to preserve the physical integrity of sidewalks and streets. Pocket-planting with a soil compost blend around trees shall be used to ensure healthy growth (see footnote to FCC 10-34-3-3-A-5). The developer shall be responsible for planting street trees, including soil preparation, ground cover material, staking, and temporary irrigation for three years after planting. The developer shall also be responsible for tree care (pruning, watering, fertilization, and replacement as necessary) during the first three years after planting, after which the adjacent property owners shall maintain the trees.

The trees planted along Highway 101 for the Revision project shall be planted in accordance with these criteria. (Condition 8.8)



Oregon

Kate Brown, Governor

Department of Transportation

Region 2 Headquarters
455 Airport Road SE, Bldg. B
Salem, Oregon 97301
(503) 986.2600
FAX (503) 986.2630

October 12, 2017

ODOT #7954

ODOT Response

Project Name: City of Florence	Applicant: BKM Applicant
Jurisdiction: City of Florence	Jurisdiction Case #: PC 17 22 CUP 09
Site Address: 250 Highway 101, Florence, OR	Legal Description: 18S 12W 3411 Tax Lot(s): 04100
State Highway: US 101	Mileposts: 190.37

The site of this proposed land use action is adjacent to US101, Oregon Coast Highway ODOT has permitting authority for this facility and an interest in ensuring that this proposed land use is compatible with its safe and efficient operation. **Please direct the applicant to the District Contact indicated below to determine permit requirements and obtain application information.**

COMMENTS/FINDINGS

Tax lot 4100 does not currently have a direct access to US101 and the proposed development site plan does not show any new connections to the highway. The proposed development will not need an ODOT access permit but an ODOT Miscellaneous Permit must be obtained for any work that is to be performed in the highway right of way and for connection to state highway drainage facilities.

Please send a copy of the Notice of Decision including conditions of approval to:

ODOT Region 2 Planning
Development Review
455 Airport Road SE, Bldg. B
Salem, Oregon 97301

ODOTR2PLANMGR@odot.state.or.us

Development Review Coordinator: Douglas Baumgartner, P.E.	Douglas.G.BAUMGARTNER@odot.state.or.us
District 5 Contact: April Jones	541-726-2577

**CITY OF FLORENCE
PLANNING COMMISSION**

RESOLUTION PC 17 22 CUP 09

AN APPLICATION FOR A DESIGN REVIEW AND CONDITIONAL USE APPLICATION TO CONSTRUCT AN 1878 SQUARE FOOT ADDITION, MODIFY THE ROOF LINE, MODIFY FASCIA MATERIALS, ADD A STORMWATER TREATMENT FACILITY, REVISE PARKING LAYOUT, AND REVISE LANDSCAPING IN THE MAINSTREET DISTRICT, AREA "A". .

WHEREAS, application was made by Erin Reynolds, City Manager, representative for the City of Florence for a Conditional Use Permit as required by FCC 10-1-1-4, FCC 10-1-1-6-3, and FCC 10-4-4; and

WHEREAS, the Planning Commission/Design Review Board met in a duly-advertised public hearing on October 17, 2017 as outlined in Florence City Code 10-1-1-6-3, to consider the application, evidence in the record, and testimony received; and

WHEREAS, the Planning Commission/Design Review Board of the City of Florence, per FCC 10-4-10, finds, based on the Findings of Fact, application, staff recommendation, evidence and testimony presented to them, that the application meets the applicable criteria through compliance with certain Conditions of Approval.

NOW THEREFORE BE IT RESOLVED that the Planning Commission/Design Review Board of the City of Florence finds, based on the Findings of Fact and the evidence in record that:

The request for a Conditional Use Permit and Design Review to construct an 1878 square foot addition, modify the roof line, modify fascia materials, add a stormwater treatment facility, revise parking layout, and revise landscaping meets the applicable criteria in Florence City Code and the Florence Realization 2020 Comprehensive Plan with the conditions of approval as listed below.

Conditions of Approval:

The application, as presented, meets or can meet applicable City codes and requirements, provided that the following conditions of approval are met.

1. Approval for shall be shown on:

"A" Findings of Fact & "A1" Supplemental Report
"B1 & B2" Land Use Application & Supplemental Memos
"C" Site Plan
"D" Site Demo Plan
"E" Electrical Plan
"F" Floor Plans
"G1 & G2" Elevations
"H" Landscaping

Findings of Fact attached as Exhibit "A" are incorporated by reference and adopted in support of this decision. Any modifications to the approved plans or changes of use, except those changes relating to Building Codes, will require approval by the Community Development Director or Planning Commission/Design Review Board.

2. Regardless of the content of material presented for this Planning Commission, including application text and exhibits, staff reports, testimony and/or discussions, the applicant agrees to comply with all regulations and requirements of the Florence City Code which are current on this date, EXCEPT where variance or deviation from such regulations and requirements has been specifically approved by formal Planning Commission action as documented by the records of this decision and/or the associated Conditions of Approval. The applicant shall submit to the Community Development Department a signed "Agreement of Acceptance" of all conditions of approval prior to issuance of a building permit.

3. Upon encountering any cultural or historic resources during construction, the applicant shall immediately contact the State Historic Preservation Office and the Confederated Tribes of Coos, Lower Umpqua, and Siuslaw Indians. Construction shall cease immediately and shall not continue until permitted by either a SHPO or CTCLUSI representative.

4. Parking Requirements

4.1. The applicant shall provide 4" wide striping for parking spaces double-line striped, two feet on center.

4.2. One more bicycle space is required to meet the bicycle to vehicular parking ratio unless the existing bicycle spaces are retained on the east side of the building.

5. Design Review Requirements

5.1. The rock veneer shall be a minimum of 2 ½" deep.

5.2. All new gutters shall be round or ogee and leaders shall be round or square.

5.3. Unless an expansion of a pre-existing non-conforming use is requested of and provided by the Planning Commission the new sloped roof eaves shall include visible architecture detailing. All sloped roof eaves shall overhang at least 12".

5.4. The applicant shall provide at least a 2½" minimum trim width surrounding all exterior windows and doors.

5.5. Authorization of a conditional use permit shall be void one (1) year after the date of approval, October 17, 2018, unless a building permit has been issued or significant construction has taken place. Conditions of Approval shall be completed prior to six months from the issuance of the Final Building inspection. The Design Review approval shall expire on October 17, 2018.

5.6. All landscape or retaining walls shall be a minimum of 8" nominal thickness and finished with a top course, cap or other compatible termination. The materials shall match or be compatible with the adjoining building materials.

6. Lighting Requirements

6.1. Schematics and photometrics of lighting fixtures shall be submitted to the Planning Dept. for review and approval prior to issuance of the building permits. The fixtures shall be a style and finish consistent and complimentary to the building's mid century modern construction.

6.2 The applicant shall ensure that lighting fixtures do not project light skyward or onto adjacent or nearby property.

6.3 The lighting fixtures mounted above the parking areas shall provide at least two foot-candles of illumination for the entire parking lot with a maximum of 5 foot-candles of illumination.

6.4 The applicant shall not mount lighting more than 16 feet in height.

6.5 Main lights shall be extinguished at the end of work hours. A minimum amount of lighting may remain on if needed due to security issues.

6.6 Ground mounted signage lighting is proposed. Top mounted signage lighting is preferred. Should uplighting be installed the sign must be shielded so that illumination is restricted to the sign face and glare is eliminated.

6.7 Roadway and pedestrian way lighting is not proposed on the site plan. If installed it must direct light emissions downward below the horizontal plane in the permanently installed position.

7. Access

7.1 The applicant shall construct the driveway and driveway apron to City and ADA standards and obtain a right-of-way work permit from the Public Works Department prior to beginning work in the right-of-way.

7.2 The applicant shall provide appropriate vertical and vision clearance per FCC 10-35-2-13 and 10-35-2-14.

7.3 Should Revision Florence not occur in 2019 or fail to bring sidewalks up to current code the applicant shall widen the Highway 101 sidewalk to 8'.

Landscaping

8.1 The applicant shall provide one additional tree to the landscape plan that shall be located within the first 20 feet of a street.

8.2 The applicant shall illustrate the presence of 45 shrubs being retained within the existing retention beds or plant the number of shrubs required to have 200 shrubs on-site within the front 20' of the property line.

8.3 The site has a few scotch broom plants that shall be removed in conjunction with the site improvements.

8.4. The landscaped plan shall be revised to increase the planting size for mugo from 1 gallon to 2 or 3 gallon containers.

8.5 The ground cover species shall meet the criteria of 4-inch pots spaced a maximum of 18 inches measured on center, and 1-2 gallon size plants spaced a maximum of 3 feet measured on center.

8.6 In addition to being planted with drought tolerant plants the storm systems shall meet all requirements of the Storm Water Design Guidelines.

8.7 The landscape species planted between Highway 101 and the parking area shall grow to 3-4 feet in height excepting the vision clearance areas at the intersection of Highway 101 and 1st St. and the southern driveway at 1st St.

8.8 The trees planted along Highway 101 for the Revision project shall be planted in accordance with these criteria.

Informational 1: A sand management and erosion control plan will be required to be submitted with the building permit application.

Informational 2: Public art is proposed on the site along Highway 101. If the art is proposed for sale it may be subject to approval of the Planning Commission.

Informational 3. Since City Hall is a public use and a conditional use permit avoidance of exemptions is preferred where an alternate exists. Skyward flag lighting is proposed. Top of pole mounting is available and encouraged. Public art is proposed in Revision Florence and lighting needs should be considered with this project as should any anticipated landscape or building lighting.

ADOPTED BY THE FLORENCE PLANNING COMMISSION/DESIGN REVIEW BOARD
the 17th day of October, 2017

JOHN MURPHEY, Chairperson
Florence Planning Commission

DATE



ARCHITECTS
ENGINEERS
PLANNERS

333 SOUTH 4TH ST
COOS BAY
OREGON
97420

541.269.1166
FAX 541.269.1833

MEMO

To: City of Florence Planning Department
250 Highway 101, Florence, OR 97439

CC: File

From: Joseph Slack, AIA, LEED AP, Principal Architect

Date: September 21, 2017

Subject: City Hall Remodel and Addition
Color Selections
Project # 16.56

COLOR SELECTIONS

City of Florence: City Hall Building - Remodel and Addition

**1. Metal Roofing at awning and roof monitor and existing building
(alternate bid):**

- Custom-Bilt Metals: Last-Time Brand Products, Titan Cool Roof Reflective Coating System
- Color: Zinc Gray



Zinc Gray

2. Building Body Color:

- Sherwin Williams: SW 9134, Delft
- Locator Number: 219-C4



3. Typical Building Running Trim Color:

- Sherwin Williams: SW 7013, Ivory Lace
- Locator Number: 254-C3



4. Rock Veneer at Front Council Chamber walls:

- Pangaea Natural Stone, Inc.:
 - a. LedgeStone, Copper Canyon

